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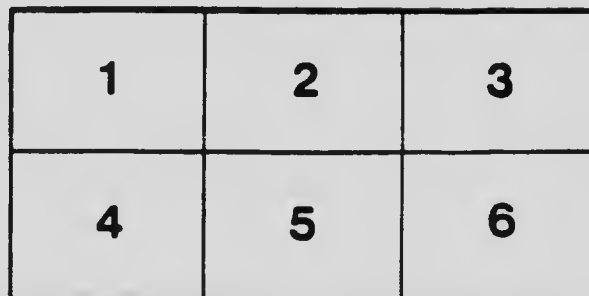
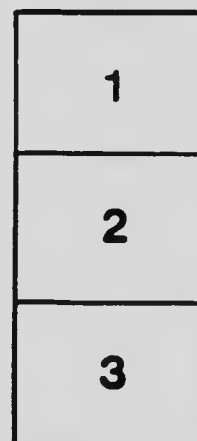
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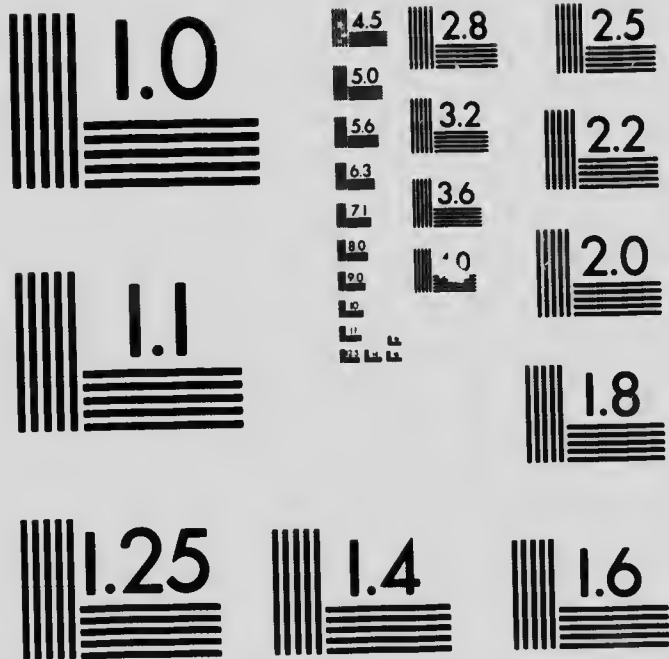
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Industrial Schools Association
of Toronto

Constitution and By-Laws

Together with

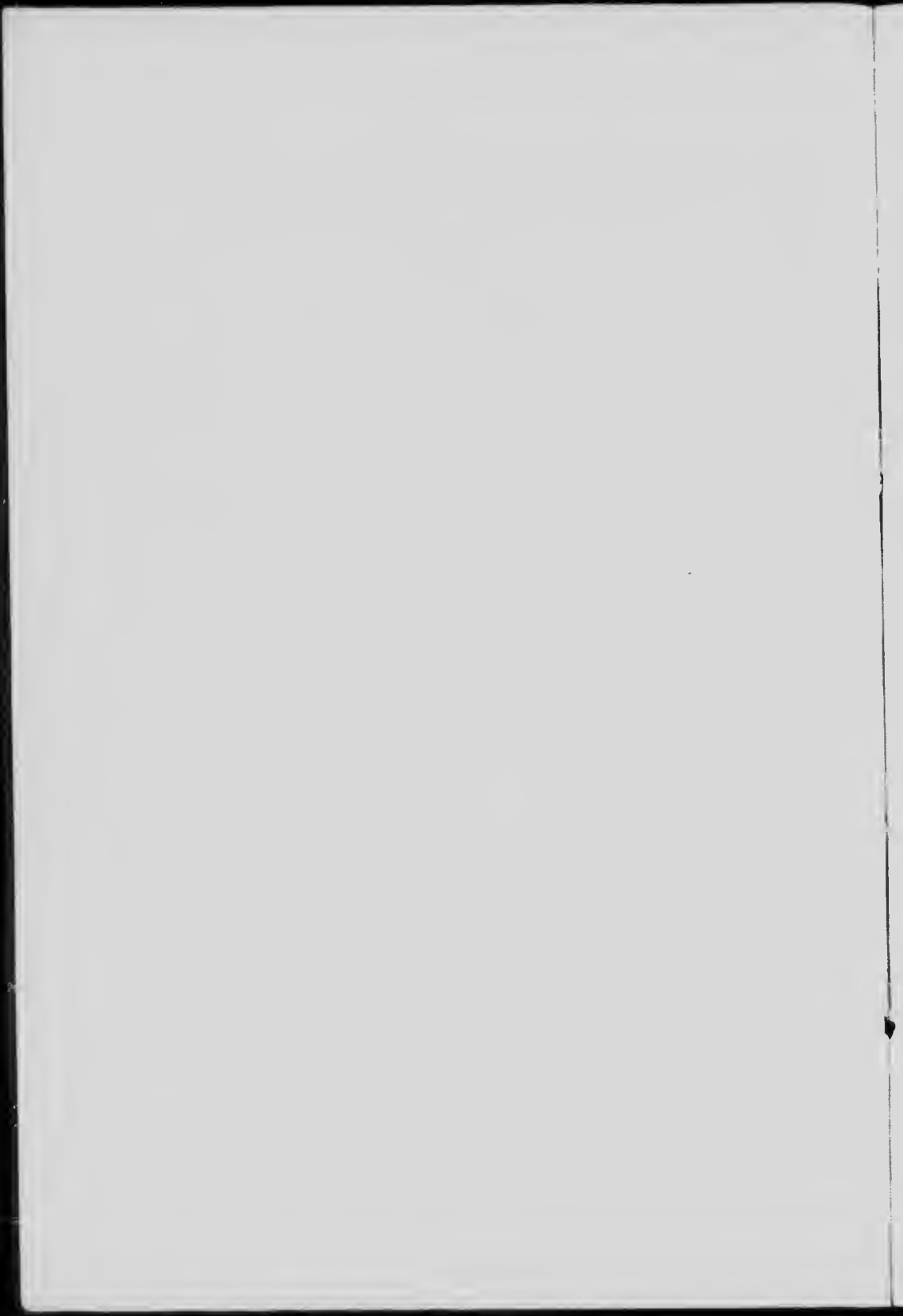
Rules and Regulations

of
Victoria Industrial School

1911

Mississauga, Ontario

Passed by the Board of Management
February 24th, 1910



CONSTITUTION AND BY-LAWS

1 (a) The original incorporators and all persons subscribing the sum of Fifty Dollars (\$50.00) to the funds of the Association at any time shall be life members.

(b) All persons who were entered in the annual report as governors for the year 1913, and such persons hereafter as shall signify their willingness to become members and whose membership shall have been approved of by the Board of Directors shall be ordinary members.

2 The Officers of the Association shall consist of a President, twelve Vice-Presidents, a

Chairman of the Board of Management, the First Directress of the School for Girls, one hundred (100) Governors, fifty of whom shall be ladies, and fifty gentlemen, an Honorary Secretary and an Honorary Treasurer.

3 The Officers shall be elected by open vote (unless a ballot be demanded) at the annual meeting of the Association, and they shall hold office for one year, or until their successors are appointed.

4 The Board of Management shall be elected by open vote of officers (unless a ballot be demanded) from among their own members at the close of the annual meeting of the Association.

The Board of Management shall consist of:—

- 1 Ex. Officio :
- (a) The Mayor of the City of Toronto.
 - (b) The City Treasurer, and
 - (c) Seven Aldermen appointed by the City Council annually.

- 2 Ex. Officio :
- (a) The Chairman of the Board of Education of Toronto.
 - (b) The Chief Inspector of Public Schools.
 - (c) The Secretary-Treasurer of the Board of Education.
 - (d) Two members of the Board of Education appointed by the Board annually.

- 3 Ex. Officio :
- The Chairman of the Board of Management, the First Directress of the School for Girls, the President, the Honorary Secretary and the Honorary Treasurer.

4 Nine gentlemen and nine ladies elected by the open vote of the officers from their number at the close of the annual meeting of the Association. The members shall hold office for one year or until their successors are appointed. Four members shall form a quorum.

5 Any vacancy among the officers caused by death, resignation or otherwise, may be filled by the Board of Management until the next annual meeting of the Association held thereafter, by the open votes of a majority of the members present, at a regular meeting of the Board.

6 At any meeting of the Association, the President, or in

his absence, the Vice-President first upon the list then present, or in the absence of a Vice-President, such member as shall be chosen for that purpose, shall preside.

7 The President and Honorary Secretary shall sign and authenticate by the Seal of the Association all deeds and instruments requiring seal, and in case of the absence of either, through illness, or other unavoidable cause, such persons as the Board of Management shall appoint shall fulfil all the said duties of the said officers or of either of them.

8 The Honorary Secretary shall keep a record of the proceedings of the Association, conduct all correspondence, give

proper notice of all stated and special meetings, prepare annual reports of the Association and keep the seal of the Association.

9 The Honorary Treasurer or such other officer as shall be appointed by the Board of Management shall receive all moneys of the Association, shall deposit them in a chartered Bank, to be named by the Board of Management, to the credit of the Association, and shall disburse them as the Board of Management shall direct by cheque to be signed by him and counter-signed by such other officer as the Board of Management shall approve.

10 The auditor shall examine and audit the accounts of the Treasurer, and shall report thereon to the Board of Management

yearly or as often as required.

11 The Board of Management shall have the general oversight and direction of all the work of the Association, the nominating, hiring and discharging of all subordinate officers and servants of the Association; and the management of its property, real and personal. The power of discharging subordinate officers of the school may be deputed to the Superintendent of the respective Schools. The board shall meet at least once each month ordinarily and as many times oftener as the Board may by resolution direct. It shall frame all rules requisite to effect the object of the Association and have power to act for, and on behalf of, the Association in all matters within the scope of the

Association except as to the recision or alteration of the By-laws, or additions thereto, and the annual election of officers.

12 The annual general meeting of the Association shall be held at such a place as may be determined by the Board of Management, in June of each year, or at such other time as the Board of Management for the time being may deem best for the interests of the Association.

13 A special meeting of the Association shall be called at any time by the Honorary Secretary on direction of the Board of Management, or on requisition in writing signed by not less than ten members of the Association, and of all such meetings there must be at least three days

notice sent through the Post Office to each member of the Association, which notice shall state the object of the meeting.

14 No alteration shall be made in these By-laws except at a general meeting of the Association, and after one month's notice of the proposed alteration has been given in writing to the Honorary Secretary, except by the Board of Management who may make by-laws which shall only continue in force until the next annual meeting, unless then confirmed.

RULES AND REGULATIONS

1. The School in all its departments shall be under the charge of the Superintendent, who shall take his orders from the Board of Management, through the Chairman or Secretary. He shall report monthly on the general condition of the school.
2. No boy shall be admitted, discharged, paroled or permitted to sleep out of the school without the sanction of the Superintendent, and no boy shall be received under 10 years of age, except with the approval of the Inspector of Industrial Schools.
3. No boy shall be admitted to the school unless certified by a physician as being in good health mentally and physically, nor shall any boy associate

with other boys after admission till certified by the Provincial Board of Health as free from contagion of any sort whatever.

4. All boys on admission shall be examined by the Superintendent. The age, history, and state of each boy's education on the date of such examination to be entered upon a record to be kept for that purpose.

5. The boys shall have separate beds.

6. The boys shall be supplied with suitable clothing which shall be kept clean and tidy and in good repair.

7. Instruction in the school of letters of the bc,s shall be similar to the Public School course, and each boy shall be given instruction not less than two-and-a-half hours each day, five days a week.

8. The industrial education shall be farm and garden work, tailoring, shoe-

making, printing, baking, carpentering, laundry and housework, etc., and such other common handicraft as may be arranged for, and shall be carried on for not less than seven-and-a-half hours each day, five days in the week. Saturday afternoon will be a holiday.

X 9. Boys will rise at 6 a.m. in summer and 6.30 a.m. in winter. No work shall be done after 6 p.m., unless by kitchen and dining-room boys, or in emergent cases. All boys are to be in bed not later than 9 o'clock.

— 10. The time table showing work and school hours, meals, etc., shall be placed in all departments of work.

11. The boys shall be allowed from one to three hours daily for recreation. Military drill shall be taken regularly each school day.

12. The school of letters shall be opened in the morning of each day with singing, reading of Scripture and

prayer. Family worship shall be conducted each day in each cottage.

13. The boys shall be supplied with plain wholesome food, which is to be well prepared and served at stated hours, the strictest punctuality to be observed.

GENERAL DUTIES OF OFFICERS

X 14. It shall be the duty of the officers (resident) to remain constantly at the institution, and none of the officers or employees shall leave without permission of the Superintendent, and in addition to the prescribed duties of their respective offices shall act as aids to the Superintendent in preserving order and quiet among the boys, in guarding against escapes, and generally assist in the maintenance of the rules and discipline of the school.

They shall perform such other service as may be required from time to time by the Superintendent or Board of Management.

X 15. All persons employed in the institution shall be engaged and suspended by the Superintendent subject to confirmation by the Board of Management. All officers shall be on monthly engagement with a month's warning on either side. The notice of termination of engagement shall be given at time of suspension.

X 16. All corporal punishments shall be administered under the special authority of the Superintendent, and corporal punishments shall be duly recorded in a book to be kept for that purpose, with details as to nature of the offence and of the punishment. No corporal punishment shall be administered except by the Superintendent (or Deputy), or in his presence or under

his direction, or in the school of letters by the senior male teacher. No corporal punishment shall be administered except in the presence of an officer other than the one administering the same. Any officer breaking this rule shall render himself or herself liable to a fine of not less than \$2.00, nor more than \$5.00, which may be deducted from his or her salary.

17. Subject to the approval of the Superintendent, parents or other relatives of the boys shall be allowed to correspond with them at reasonable times by letter and to visit them any day in the week (except Saturday and Sunday) and at other times by special application to the Superintendent, such privilege to be forfeited by misconduct or interference with the discipline of the School.

18. All letters or parcels to or from the boys may be opened by the Super-

intendent who may detain them if unsuitable. The boys shall not receive any present without the consent of the Superintendent.

19. No tobacco shall be furnished to the boys, or used by them or in their presence.

20. No spirituous liquor shall be brought to the School, except by written order of a physician.

21. The Superintendent shall keep an inventory of the clothing and general stock of the School, which shall be revised May 1st and November 1st of each year.

22. The officer at the head of each Industrial Department shall keep a regular account of the work done, and results obtained.

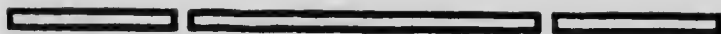
23. The Superintendent shall be responsible for the correct keeping of the various books of accounts under the direction of the Honorary Treasurer.

X 24. The officers shall take their instructions from the Superintendent, to whom they shall report daily.

Q 25. In the absence of the Superintendent his duties and responsibilities shall devolve upon the Deputy-Superintendent.

K 26. The officers shall give their whole time and attention to the business of the School, and to the general welfare of the boys; and shall be careful to maintain the order and discipline of the School.

27. The intention of the school is to supply the place of a home for boys; everything shall be done in the spirit and manner of a well regulated home, and every individual connected with the institution shall regard it as such, and shall seek in a wisely tempered Christian spirit to be all things to the boys, so as to make them reliable, industrious and intelligent.



Approved.

J. J. KELSO,

June 11, 1915.

Inspector.

