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PROCEEDINGS

BUSINESS

OF THE

FIRST ANNUAL GENERAL MEETING

OF THE

Chartered Stenographic Reporters' Association

OF ONTARIO.

INCLUDING

THE ACT OF INCORPORATION, BY-LAWS ETC.

INCORPORATED 1891.

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Toronto:

PRESS OF THE BUDGET, 13 ADELAIDE STREET EAST.
1892.

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OFFICERS

OF THE

Chartered Stenographic Reporters' Association of Ontario.

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EDWARD E. HORTON	PRESIDENT	TORONTO.
JOHN CARRICK	VICE-PRESIDENT	HAMILTON.
HARRY J. EMERSON	SECRETARY	TORONTO.
THOMAS BENGOUGH	TREASURER	TORONTO.

COUNCIL:

ALBERT HORTON	Toronto.
W. J. EMERSON	Toronto.
A. WALLIS	Toronto.
E. E. HORTON	Toronto.
THOS. BENGOUGH	Toronto.
ALEX. DOWNEY	Toronto.
JOHN CARRICK	Hamilton
A. C. CAMPBELL	Toronto.
J. D. CLARKE	London.

THE CHARTERED Stenographic Reporters' Association of Ontario.

BY-LAWS.

BY-LAW I.—MEMBERSHIP.

SECTION 1.—The following persons shall, having signed the Register and paid the annual fee, be members of the Association:—

(1.) The original Charter Members—namely, those by whom the Roll of Membership had been signed at the time of the incorporation of the Association. (Ont. Statutes, 54 Victoria, Cap. 30, Sec. 9.)

(2.) All other persons who shall produce satisfactory evidence of qualification, and cause their names to be registered, as provided by section 9 of the Act of Incorporation.

(3.) All persons who shall pass the prescribed examination for admission as members. (Section 41 of Act.)

(4.) Such stenographers as by reason of their general professional reputation and standing the Council may deem qualified for membership, and shall therefore decide by a two-thirds vote to admit, without examination. (Section 10 of Act.)

BY-LAW II.—JUNIOR CERTIFICATE HOLDERS.

SECTION 1.—The Association may grant certificates to Junior stenographers who shall pass an examination in a lower standard to be established in their behalf by the Council, and who shall subscribe to and agree to become subject to and bound by the provisions of the By-laws and Code of Ethics, and declare their intention of endeavoring to qualify themselves for the examination provided by sub-sec. 3, sec. 1, By-law I.

SECTION 2.—The holders of such Junior Certificates shall be entitled to enjoy all the social and educational privileges of the Associa-

tion, but shall neither vote nor offer resolutions nor take part in discussion at meetings.

BY-LAW IV.—ELECTION OF MEMBERS.

Application for admission to membership in the Association, or for a Junior Certificate therefrom, shall be made through the Secretary, and shall be accompanied by the fee hereinafter prescribed.

The Secretary shall submit each application to the meeting of the Council next after its receipt by him, and the Council shall thereupon proceed to deal with it without unnecessary delay. The applicant, upon the favorable report of the Examiners, or upon his or her election in the manner prescribed by By-law 1, Section 1, sub-section 4, as the case may be, shall be admitted to the status to which his or her examination or election relates. In case the application is rejected without examination of the applicant, the fee shall be refunded.

BY-LAW IV.—ELECTIONS TO THE COUNCIL.

All elections to the Council shall be by ballot. There shall be separate balloting for each member thereof, and a majority of the votes of the Members present shall be necessary for election. If only one candidate is nominated the Presiding Officer shall, at the expiration of five minutes, deposit a ballot and declare the candidate elected. All nominations shall be made in writing.

BY-LAW V.—MEETINGS.

SECTION 1.—The Annual Meeting of the Association shall be held at such time and place as shall be decided upon by the Council, and notice of the holding of such meeting shall be mailed to each Member of the Association, at least ten days before the date thereof.

SECTION 2.—The President shall call a Special Meeting of the Association at any time upon authority from the Council to do so, or upon requisition in writing over the signatures of five members in good standing. Notice of such Special Meeting shall be mailed to each member of the Association, indicating the business to come before the meeting, not less than three days before the date thereof.

SECTION 3.—A meeting of the Council may be called by the President whenever the business of the Association necessitates it, and he shall call a meeting of that body whenever requested to do so in writing by three members of the Council. Such reasonable notice of Council Meetings shall be given to the members of the Council by the

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Secretary, on the direction of the President, as the exigency of the case permits.

BY-LAW VI.—DUTIES OF THE COUNCIL.

SECTION 1.—The Council shall consider and deal with applications for membership and for Junior Certificates; appoint Examiners; establish Standards of Qualification and provide for the holding of the required examinations; fix the date and place at which the annual and other general meetings shall be held, and arrange the order of business for the same; cause the Secretary to prepare and present to the Association at the Annual General Meeting thereof a report showing the condition of the affairs of the Association for the preceding year; make such expenditures for Association purposes from the funds at the credit of the Association as may be necessary to the proper performance of their duties, and conduct the business of the Association generally.

BY-LAW VII.—DUTIES OF OFFICERS.

SECTION 1.—The President shall preside over all meetings of the Council and of the Association; give the casting vote only; enforce a due observation of the Constitution, By-laws and Rules; sign all documents requiring his signature, and generally discharge the duties of Executive Head of the Association.

SECTION 2.—The Vice-President shall assist the President in the discharge of his duties, and in his absence shall perform the functions of the President.

SECTION 3.—The Secretary shall keep a register of the members and also a register of the Junior Certificate Holders; keep a record of the proceedings of the Association and of the Council; notify members of meetings; take charge of all property of the Association other than money or real estate; conduct the correspondence of the Association; prepare and submit at the Annual Meeting of the Association the Annual Report of the Council, and perform such other duties as may properly pertain to his office.

SECTION 4.—The Treasurer shall take charge of all moneys of the Association and shall deposit the same in a chartered bank; pay all accounts authorized by the Council out of the funds in his custody, by cheque signed by himself and countersigned by the President or other officer acting in the stead of the President; make a statement of all moneys in his care at any time when requested so to do by the presiding officer, or by vote of the Council or of the Association; furnish the

Secretary with the names of those who have paid the annual fee; submit a detailed written statement of the receipts and disbursements, together with his books and vouchers, to the Annual Meeting of the Association; and hand over to his successor in office at the expiration of his term, or to the President at any time when directed by vote of the Council so to do, all property of the Association in his possession.

BY-LAW VIII.—AUDITORS.

At each Annual Meeting the Association shall elect two Auditors, not members of the Council, who shall audit the Treasurer's accounts and report to the Annual Meeting on the Treasurer's statement of receipts and disbursements.

BY-LAW IX.—BOARD OF EXAMINERS.

SECTION 1.—The Council shall elect from time to time, as may be necessary, one or more Examiners, whose duty it shall be to examine the applicants referred to them, make all proper enquiries as to their fitness to become members of the Association or holders of Junior Certificates, as the case may be, and report results to the Council.

SECTION 2.—The proceedings of the Examiners in regard to applicants shall be deemed to be confidential, except in so far as reports of the same shall be necessarily and officially made to the Council. The examination fees, as fixed by the Council, shall be paid by the candidate to the Treasurer at the time of nomination.

BY-LAW X.—REMUNERATION OF EXAMINERS.

The Council may make such payments to Examiners as it may consider reasonable for their services in connection with preparing Examination Papers and holding examinations.

BY-LAW XI.—CODE OF ETHICS.

The Association shall establish a Code of Ethics, to which members and junior certificate holders shall be required to conform.

BY-LAW XII.—DISCIPLINE.

SECTION 1.—Members of the Association are liable to reprimand, suspension or expulsion for misconduct, non-payment of fees, or violation of the Rules or By-laws, as provided in section 15 of the Act.

SECTION 2.—A member shall be suspended or expelled for any of the causes mentioned in Section 1 of this By-law only upon complaint in writing being made to the Council by another member in good

standing, and stating the nature of the charge, and generally the evidence which he proposes to offer in substantiation thereof. If in the opinion of the Council the complaint warrants an inquiry, it shall communicate with the member charged, by registered letter mailed to his address as given in the books of the Association, stating the charge, and calling upon him to appear before the Council (or before such Committee as the Council may appoint), on a certain day, not less than ten days from the date of the mailing of the said letter, to show cause why he should not be suspended or expelled. The Council shall at the same time and in the same manner notify the member making the complaint to appear at the inquiry. On the day appointed, the Council, or the said Committee, shall proceed to investigate the complaint, notwithstanding the absence of either or both of the parties, upon proof of the mailing to them of the aforesaid notices. A record of the proceedings shall be kept, and a report of the same shall be made to the Association, together with the evidence of the Council upon the case. The Association, upon receipt of the said report, shall forthwith proceed to take action upon the same, and a three-fourths vote of the members voting shall be necessary for the suspension or expulsion of a member.

SECTION 3.—Any person suspended or expelled from membership in the Association shall be reinstated only upon the recommendation of the Council adopted by a three-fourths vote of the members voting at a general meeting of the Association.

SECTION 4.—Complaints against junior certificate holders must be made and shall be dealt with in the same manner as complaints against members, but may be made either by a member or a junior certificate holder in good standing.

SECTION 5.—The reinstatement of a suspended or expelled junior certificate holder shall be made in the same manner as provided in section 3 of this By-law with reference to members.

SECTION 6.—If in any case the Council report to the Association that a frivolous or vexatious charge has been made, the person making such charge shall be liable, upon a three fourths vote of the members of the Association voting at any general meeting, to pay all costs thereby caused to the Association and to the person charged, and when this penalty is imposed, the accuser shall stand suspended until such costs are satisfied.

BY-LAW XIII.—PROSECUTIONS.

Prosecutions for the fraudulent or unauthorized use of the distinguishing title of members of this Association, "Chartered Stenographic Reporter," or the letters, "C. S. R." shall be conducted by the Council, and the Council is empowered to retain counsel when necessary, and generally to take such measures as shall protect the rights of this Association and secure the conviction of offenders.

BY-LAW XIV.—DIPLOMAS.

Upon the election of a candidate to membership in the Association the Secretary shall issue the diploma provided for by sub-section I of the section X of the Act, the term of which shall be limited to one year from the date of granting same, and shall be renewed by the issue of an annual membership ticket by the Secretary after the annual fee has been paid.

BY-LAW XV.—AMENDMENTS.

All proposals for amendments or additions to the Constitution or By-laws must be handed to the Secretary, and notice thereof given at least two weeks before the annual meeting, at which such amendments or additions are to be voted upon, and shall require a two thirds vote to be adopted.

BY-LAW XVI.—RULES OF ORDER.

At the regular meetings of the Association the following order shall be observed as closely as circumstances will admit.

A quorum being present :

1. The President shall take the chair and call the meeting to order.
2. The minutes of the previous meeting shall be read and confirmed, and signed by the presiding officer, and no entry shall be considered valid until this is done.
3. President's address.
4. Reception of delegates.
5. Treasurer's report.
6. Communications.
7. Application for membership.
8. Admission of new members.
9. Reports of committees.
10. General business.
11. Report of Council as to place of next meeting.

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12. Election of members to Council.
13. Reading of papers and discussion thereon.
14. Adjournment.

BY-LAW XVII—SUSPENSION OF BY-LAWS.

Any By-law may be suspended by a three-fourths vote at any regular meeting, for that meeting only.

BY-LAW XVIII.

No member shall be entitled to vote on any question or participate in the discussion or transactions of the Association who has not paid his annual dues.

BY-LAW XIX.

In case of the absence of the President and Vice-President, the Association shall appoint a President *pro tem*.

BY-LAW XX.

No person shall be permitted to occupy the time or engage the attention of the meeting but members, delegates or guests invited to take part in the discussion; and no member is to occupy the floor in any discussion for a longer time than ten minutes, nor shall he have the privilege of speaking more than once on any question under consideration, except in explanation or by permission of the chair.



PROCEEDINGS
OF
ANNUAL GENERAL MEETING,
1892.

The first Annual General Meeting of the Chartered Stenographic Reporters' Association of Ontario, was held on Tuesday, August 31st, 1892, in the County Judges Chambers, Toronto.

The chair was taken by the President, Mr. Alexander Downey, at 2 o'clock p.m.

The following are the names of the members who were present :—

Carrick, John, Hamilton.	Emerson, Harry J., Toronto.
Coo, W. C., London.	Horton, Edward E., Toronto.
Crawford, Alex. H., Toronto.	Horton, Albert, Toronto.
Downey, Alexr., Toronto.	Perry, W. W., Toronto.
Dunlop, N. Stewart, Toronto.	Smith, Harry T., Toronto.
Tyson, Robert, Toronto.	

The following telegram from Mr. Thos. Bengough, Treasurer of the Association, was read :

" HALIFAX, N.S., August 31st.

" Greeting to Convention ; regret presence impracticable ; also formal treasurer's report. Receipts \$70, disbursements \$10. May meeting prove pleasant and very profitable.

" THOS. BENGOUGH."

The President then addressed the meeting as follows :—

PRESIDENT'S ADDRESS.

Gentlemen of the Chartered Stenographic Reporter's Association :—

We are called together for this, our first annual meeting, to make By-laws for the carrying out of the objects contemplated by the Act : to elect members to the Council, and to transact such other business as may come before us.

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I had intended giving a short resumé of the history of the Association since its inception, but I find our Secretary has anticipated me by preparing a very full and concise report dealing with the matter.

The Council has prepared a draft set of By-laws to submit for your approval to-day; on behalf of the Council I can say the By-laws have received very careful consideration. Members of the Council have devoted a very great deal of care and time to their preparation, and at the last meeting of the Council the By-laws were read clause by clause, some slight alterations being made, and as they now stand were approved of by the Council.

As I intend to retire to-day from the President's chair, which I have occupied since the first provisional organization, a term of office which I think far too long and which should be limited to one year; I take this opportunity of thanking the officers and members of the Council for the prompt and ready assistance they have given me; the President to be may have as good a support, but he cannot have better.

I must also refer gratefully to the assistance given to us before incorporation by those whom you will hear referred to to-day as Charter Members.

One word more and I am through; let us, forgetting that there have been dissensions among us, work together for the welfare of our profession and Association, and in every way encourage the younger writers to become members, for it is to them we must look for the future of our Chartered Stenographic Reporters' Association; the boys will be men.

REPORT OF THE COUNCIL.

The Secretary then read the Report of the Council prepared by him for the year, as follows:—

“The members of the Council, in presenting their first annual report, have to express their feelings of regret that, owing to a combination of circumstances beyond their control, the past year has been a period of comparative inactivity on the part of the Association, notwithstanding the Council's earnest desire to enter upon at the earliest possible moment and actively prosecute the work for the furtherance of which the Charter of the Association was sought and procured.

“In entering upon an explanation of those circumstances, a short narrative of the inception and progress of the movement which led to the incorporation of the present Association may not be deemed out of

place, as there are doubtless among those present some who are not familiar with our early history, to whom such an account will prove not devoid of interest.

"During the early part of the year 1890, it having long been apparent to leading practitioners of the craft that an Association for promoting the interests of Stenographers, but founded on principles different from those characterizing any existing organization, was a growing necessity, a meeting was convened, at which it was resolved "That it is desirable to form a Shorthand Reporters' Association for the Province of Ontario," and steps were taken with that object in view. The result was the enrolment as Charter Members of thirty-seven gentlemen, among them being two members of the House of Commons reporting staff, two Senate reporters, eight reporters of the High Court of Justice, the official reporter of York County Courts, (nine newspaper reporters, seven departmental officials of the Ontario Government, and seven other stenographers variously employed. Provisional officers were appointed as follows: President, Mr. Alexander Downey, Official Reporter of the Maritime Court; Vice-President, Mr. A. C. Campbell, Parliamentary Reporter for the *Globe*; Secretary, Mr. H. J. Emerson, Law Stenographer; and Treasurer, W. W. Perry, assistant to Mr. J. Bruce, Special Examiner.

"During the summer of 1891 several meetings were held, one of them occupying a whole day, and very full discussion was had as to what should be the object and scope of the Association. The results of that discussion will be found in the draft constitution to be submitted at the present meeting. It had originally been intended to seek incorporation under the provisions of the Friendly Societies Act, but when Hon. Dr. Ross, Minister of Education, was approached in regard to the matter, and the objects of the Association were explained to him, he at once evinced an exceedingly lively interest in it, and very kindly undertook to introduce as a government measure at the next session of the legislature, "An Act for the incorporation of the Chartered Stenographers' Association of Ontario."

"When in compliance with his promise, Dr. Ross introduced the bill in the house, and it was read for the first time, exception was taken by members to some of its provisions, but after interviews between a committee consisting of Messrs. A. Horton, E. E. Horton, A. Downey, T. Bengough and H. J. Emerson, representing the Association, and Dr. Ross, Minister of Education, and Mr. W. R. Meredith, leader of the Opposition,—who also assumed a most friendly position towards the Association—and slight modification of the

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objectionable provisions, the bill had its final reading and was assented to on May 4th, 1891. By its provisions, the power of appointing the first Council, consisting of nine members, was vested in the Lieutenant-Governor in Council, who did not exercise his prerogative until June 23rd, 1892. On that date the following gentlemen were informed of their appointment. Mr. Albert Horton, official reporter of the House of Commons; Mr. H. J. Emerson, law stenographer; Mr. A. F. Wallis, of the *Mail*; Mr. Alex. Downey, official reporter of the Maritime Court; Mr. E. E. Horton, official reporter High Court of Justice; Mr. Thomas Bengough, official reporter York County Courts; Mr. A. C. Campbell, the *Globe*; Mr. John Carrick, the *Hamilton Times*; and Mr. J. D. Clarke, *London Advertiser*.

"At that time Messrs. A. Horton, A. F. Wallis and A. C. Campbell were engaged in reportorial and journalistic duties at Ottawa, and owing to the protracted nature of the session of the Dominion Parliament then in progress, no opportunity was afforded of calling the Council together for the purpose of organizing and electing officers, as provided by the Act, until the 3rd of November, 1891. On that date a meeting of the Council, was held, and the following officers were elected: President, Mr. Alex. Downey; Vice-President, Mr. John Carrick; Secretary, Mr. H. J. Emerson; Treasurer, Mr. Thos. Bengough. It was then discovered that, under the provisions of the Act, it was doubtful whether By-laws could be legally adopted until a further period of three months from the date of the organization of the Council had been allowed to elapse, during which applications might be made for admission to membership by registering, as provided by the 9th clause of the Act. It was therefore decided to take no direct action in regard to the By-laws until that time had expired. Thus, the greater portion of the winter season, during which the work of the Association might best have been prosecuted, was practically lost. In the meantime, however, Committees were appointed to modify and amend the Constitution devised for the provisional organization, and to consider and arrange a Curriculum and scheme of examinations. The result of the deliberations of these Committees was reported to subsequent meetings of the Council, and will come before you in the form of a special report to-day.

"On the 16th of February, 1892, another meeting of the Council was held, when the Secretary reported that he had received fifteen applications for admission to membership under the registration clause of the Act. Eight of these applications were rejected, the persons making them being found to lack the technical qualifications required by the Act. The other seven were admitted to membership. The following are their names: Mr.

John S. Laughlen, Toronto ; Mr. W. C. Coe, reporter of the Local Courts of Middlesex ; Miss Minnie Sager, reporter of the Local Courts at Cornwall ; Mr. Harry T. Smith, Toronto ; Miss Bertha Hall reporter of Local Courts County of Lambton ; Mr. John Agnew, special examiner, Toronto ; Miss Minnie Tribe, reporter Local Courts County of Wellington. At the same meeting, on motion of Mr. Albert Horton, seconded by the Secretary, all the persons who prior to incorporation were enrolled as Charter Members in the provisional organization, were admitted to membership, under the 10th clause of the Act, as were also Messrs. Wallace McLean, ex-reporter, H.C.J. ; Wm. Clewlo, stenographer, Treasury Department, City Hall ; Thos. Gibson, Bureau of Mines ; F. L. H. Sims, Confederation Life Association ; W. H. Sims, Manager Lancashire Assurance Co., and Mr. Horace Wallis, of the *Mail*. This brings the present total membership of the Association up to fifty members.

"The Council are of the opinion that few similar Associations have started with so well selected a membership roll, or under such favorable conditions, and now that the time for action has come, feel confident that the "Chartered Stenographic Reporters' Association," its officers and members being animated by an earnest desire to further all that shall tend to the elevation and advancement of the profession of shorthand reporting, and working together with unswerving and self-denying devotion for the common good, cannot fail to realize at least a majority of the very desirable aims for the attainment of which it was called into existence.

"H. J. EMERSON

Secretary."

On motion of Mr. R. Tyson, seconded by Mr. W. W. Perry, the report of the Council was received and adopted.

CONSIDERATION OF BY-LAWS.

Mr. Albert Horton moved, seconded by Mr. E. E. Horton, that the Association do now enter into Committee of the Whole to consider the Draft By-laws submitted by the Council.—Carried.

The Association in Committee of the Whole, Mr. R. Tyson in the chair.

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The Draft By-laws were read clause by clause as far as clause 11 and adopted without change.

Mr. A. C. Campbell moved, seconded by Mr. R. Tyson, that the President, the Secretary and Mr. A. Horton be a Committee to re-draft By-law 11, on discipline, and to report on same at their earliest convenience during this meeting.—Carried.

The further consideration of the By-laws was proceeded with, and the clauses from 13 to 20 adopted without change.

The Committee rose and reported progress.

The President having resumed the chair, the meeting adjourned at 5.30 p. m. to meet again at 8 o'clock p. m.

EVENING SESSION.

The President having taken the chair.

Mr. E. E. Horton moved, seconded by Mr. Tyson, that the Association do again enter into Committee of the Whole for the further consideration of the Draft By-laws.—Carried.

The Association in Committee of the Whole, Mr. Tyson in the chair.

The Committee appointed to re-draft clause 10 reported that after having carefully considered that By-law they had re-drafted it, and recommended the adoption of the By-law as now read.

The By-law as re-drafted was adopted.

On motion of Mr. A. Horton, seconded by Mr. Emerson, the Committee rose and reported the reading of the By-laws clause by clause and their adoption by the Committee.

The President having resumed the chair, Mr. R. Tyson moved, seconded by Mr. W. W. Perry, that the report of the Committee of the Whole on By-laws be received and adopted.—Carried.

CURRICULUM.

Mr. E. E. Horton, Chairman of the Committee on a Curriculum, reported as follows:—

Your Committee on a Curriculum beg leave to report that they recommend as follows—

(a). That persons who cannot pass the examination for membership of the Association, but who desire to obtain certificates under the constitution of the

Association pursuant to examination according to a lower standard, be examined in the following:—(1) penmanship and typewriting; (2) spelling; (3) simple arithmetic; (4) geography of our own country; (5) correction of grammatical errors, with reasons for the corrections; (6) transcription, i.e., the making of a fair copy from a rough manuscript draft, in which interlineations, emendations and marginal additions have been made, the breaking of the article into additional paragraphs, etc.; (7) The writing of a letter, including the addressing of the envelope, and the indication thereon of the place for the postage stamp; (8) The writing in shorthand of a passage consisting of 400 words, in language of about the general character of that in an ordinary leading article in a newspaper, at the rate of eighty words per minute, and the transcription of any required portion thereof at the rate of twelve words per minute in longhand, and fifteen on the typewriter; (9) the reading of a fairly written, lithographed or engraved specimen of the style of shorthand practised by each candidate, the passage to consist of about 200 words; (10) punctuation.

(b). That those who desire to become members of the Association be examined in Nos. 2, 3, 4, 5, 6 and 10 of the tests recommended in the foregoing paragraph, unless they have previously passed the examination embracing those tests, when they may be dispensed with. We would recommend that, in addition, the examination for member should comprise the following particulars:—(1) a general examination in geography and history, not going much into details; (2) etymology; (3) foreign terms and phrases in common use; (4) the correction of a passage in which words are inaccurately used, stating fully the reasons for corrections; (5) composition, the writing of a short description, essay or letter, of 200 or 300 words, and the turning of a passage of testimony in the form of question and answer into a narrative of all the facts therein stated; (6) the recasting of a badly constructed passage into one in which all the same ideas are better expressed (7) the writing in shorthand in five minutes of a passage containing 750 words, and the transcription of the whole or any required portion thereof in longhand, properly punctuated, at the rate of not less than twelve words per minute. In all cases the character of the shorthand written by the candidate, should, we submit, be examined critically and estimated.

We would submit that for the encouragement of persons to prepare for examinations, the Association should in advance thereof afford them as much aid as possible in the way of indicating methods of study, books to be read, etc. In the meantime we would suggest as two of the books which might be brought to the notice of intending candidates, one entitled "The Scholar's Assistant," published in Philadelphia by Butler & Co., in which the subject of etymology is admirably dealt with, and, for the study of punctuation, a little work by Paul Allardyce, entitled "Stops, or How to Punctuate," which can be bought in almost all the principal bookstores.

All of which is respectfully submitted.

E. E. HORTON, *Chairman*.

Moved by Mr. E. E. Horton, seconded by Mr. W. W. Perry, that the report of the Committee on a Curriculum be received and adopted.
—Carried.

Mr. W. W. Perry, seconded by the Vice-President moved, "That the report of the proceedings of the meeting, together with the Act of Incorporation, the By-laws and various reports of the Council, and a list of members with their addresses, be printed in pamphlet form to the number of two or three hundred copies, for the use of the members of the Association and the information of the public generally, and that the Secretary be requested to forward copies of the same to each member, and to the Secretaries of the leading Shorthand Associations in the United States and England."—Carried.

FEEES.

Mr Dunlop, seconded by the Secretary, moved: "That whereas, the past year, as stated in the report of the Council, has been, to a large extent, a period of inactivity, and members who have paid their fees have failed during that time to derive many of the benefits expected from the existence of the Association, it is advisable that all fees for the year ending with the present meeting be remitted, and that payments made thereon by members be applied to the fees for the ensuing year, 1892-3."

Mr. E. E. Horton said he thought there was a great deal of force in the reasons stated for Mr. Dunlop's motion, and that if the state of the Association's affairs admitted of such a course it was one which it would be well to adopt.

The Secretary, in the absence of the Treasurer, stated that only very slight liabilities had been incurred, and that there was no financial reason against the adoption of the motion. The motion was carried.

NEXT ANNUAL MEETING.

The Secretary reported that the Council had fixed Toronto as the place of the next annual general meeting, said meeting to be held in the last week of August or the first week of September, 1893.

The report was received and adopted.

ELECTION OF MEMBERS OF COUNCIL.

Mr. Albert Horton asked permission to make a few remarks before the election of members of the Council was proceeded with, which being granted, he said that according to the provisions of the Act of Incorporation three members of the Council retired each year, the retiring members this year being Messrs. A. C. Campbell, John Carrick and J. D. Clarke. The members now to be elected would hold office for three years. In view of the fact that the Association was in a formative stage, and only to-night really beginning its active existence, it would

be nothing more than fair, and certainly very desirable, that the present personnel of the Council should be preserved unchanged until it had an opportunity of carrying out the work projected by it. It was also highly desirable, in order to avoid at this early stage any appearance of a desire to centralize the management of the affairs of the Association in Toronto, that Messrs. Carrick and Clarke, representing respectively Hamilton and London, should remain on the Council. He had, therefore, much pleasure in suggesting that the three retiring members of the Council be re-elected.

Messrs. W. W. Perry and N. S. Dunlop were appointed Scrutineers.

A ballot was then taken, and the Scrutineers reported that Mr. J. D. Carrick was nominated.

The President then cast a ballot and declared Mr. Carrick elected to the Council.

A ballot being taken, the Scrutineers reported that Mr. J. D. Clarke was nominated as a member of the Council.

The President deposited a ballot and declared Mr. Clarke elected.

A ballot being taken, the Scrutineers reported that Mr. A. C. Campbell was nominated as a member of the Council.

The President deposited a ballot and declared Mr. Campbell elected.

Mr. Carrick, on behalf of himself and Messrs. Clarke and Campbell, thanked the Association for the confidence reposed in them by being re-elected to the Council. He felt that so far his own services had been but trifling, but he hoped to have the opportunity of rendering greater service during the coming year, as he should certainly feel great pleasure in doing his utmost to advance the interests of the Association.

DIPLOMAS.

Mr. A. Horton moved, seconded by Mr. E. E. Horton, "That the Council be authorized to procure and issue the necessary number of diplomas for the members of the Association, and that the issue of the diplomas date from the time of the admission to the Association of the member to whom it is issued."—Carried.

On motion of Mr. E. E. Horton, seconded by Mr. W. W. Perry, the meeting adjourned, to meet again at the call of the Council.

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ELECTION OF OFFICERS.

At the close of the Annual General Meeting, a meeting of the Council was held for the purpose of electing officers for the ensuing year. The members of the Council present were: Messrs. A. Downey, A. Horton, H. J. Emerson, John Carrick and E. E. Horton.

Mr. A. Horton moved, that there being only a bare quorum of the Council present, it is advisable to postpone the election of officers to an adjourned meeting to be held on the 17th inst.—Carried.

The adjourned meeting was held on the evening of Saturday, Sept. 17th. The following members of the Council were present: Messrs. Alex. Downey, H. J. Emerson, Albert Horton, John Carrick, A. C. Campbell, A. Wallis and E. E. Horton.

* The following officers were then elected by ballot:—

President—MR. E. E. HORTON, Official Reporter High Court of Justice.

Vice-President—MR. JOHN CARRICK, *Hamilton Times*.

Secretary—MR. H. J. EMERSON, law stenographer, Toronto.

Treasurer—MR. THOS. BENGOUGH, Official Reporter York County Court.

The President elect then said:—

GENTLEMEN OF THE COUNCIL:—

“I have to thank you for the honor you have conferred upon me, for I feel it is indeed a very great honor that I am called upon to be the presiding officer of an Association including in its membership the most skilful stenographic reporters of this, the premier province of the Dominion. I should feel a good deal of hesitancy in succeeding the gentleman who has been your President up to the present time, did I not know that the same assistance which he received at your hands will be accorded to me during my term of office. Those who are here this evening, and some who are not here, have worked with great fidelity up to the present time, and I trust that now we have our Constitution adopted we shall not feel that we have arrived at a point where we can pause; but that having, so to speak, constructed and erected our engines, we shall take care that they are doing effective work before we resign the charge of them to other hands.”

Mr. Albert Horton, in an appropriate speech moved that a vote of thanks be accorded to the retiring President, Mr. Alex. Downey, for the zeal and fidelity with which during his term of office he had discharged his duties. Mr. Campbell having seconded the motion, it was carried.

Mr. Downey suitably acknowledged the vote of thanks, and expressed his gratification at being succeeded in the Presidency by one so eminently well fitted for the office as Mr. E. E. Horton. He felt sure

that with the same efficient assistance he had been accorded during his term of office, the new President would be able to accomplish greater results.

The meeting then adjourned to meet at the call of the President.



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ACT OF INCORPORATION.

STATUTES OF ONTARIO, 1891.—CHAPTER 30.

An Act respecting the Chartered Stenographic Reporters' Association of Ontario.

[Assented to 4th May, 1891].

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:—

1. This Act may be cited as The Ontario Stenographic Reporters' Short title Act.
2. All persons who shall cause their names to be registered under the provisions of this Act, shall be and are hereby constituted a body politic and corporate under the name and style of "The Chartered Stenographic Reporters' Association of Ontario" (hereinafter called the Association), having a perpetual succession and a common seal, incorporated.
3. The Association shall have power to acquire, hold and dispose of personal property and real estate for the purposes of this Act, and to sue and be sued in the manner usual with such corporations; provided always that the Association shall only have power to acquire and hold such real estate as shall not at any time exceed an annual value of \$5,000.
- 4.—(1.) The Association is hereby empowered to promote and increase by all lawful ways and means the knowledge, skill and proficiency of its members in all things relating to the business or calling of a stenographer, and to that end to establish classes, lectures and examinations, and prescribe such tests of competence, fitness and moral character as may be thought expedient to qualify for admission to membership, and to grant diplomas and certificates of efficiency, and to authorize its members to use the distinguishing title "Chartered Stenographic Reporter," or the letters C. S. R. (Chartered Stenographic Reporter of Ontario), as a guarantee of competency. Educational powers.
- (2.) The Association may also prescribe for students of stenography, who may desire to become members of the Association, such examinations and may grant to them such certificates of competency as it sees fit; and may organize the said students into a society in affiliation with itself for study and mutual improvement. Organization and examination of students.
5. The Association, in general or special meeting assembled after due notice, may make By-laws for carrying out its objects, and may vary, alter or repeal the same from time to time; and after the first Power to make By-laws.

(6.) All elected members of the Council shall hold office for the term of three years, except as herein provided, and five shall form a quorum.

Terms of office
and quorum.

9.—(1.) Any person who for the six months prior to the passage of this Act, shall have regularly practiced the profession of stenographic reporting, may become a member of the Association by causing his name to be registered with the secretary of the Association within three months from the appointment of such secretary, and by paying to the Association a fee not exceeding two dollars.

Registration
of present
practitioners.

(2.) In case any such person as aforesaid, omits to be registered within said period of three months, through absence, illness or inadvertence, such persons may, at the discretion of the Council, be admitted to enrollment as a chartered stenographer.

10. The Council may, by a vote of two thirds of all the members thereof, admit to membership in the Association without examination, such stenographers as may by reason of their general professional reputation and standing be deemed qualified for membership in the same.

Admission by
vote of Council.

11. The annual meeting of the members of the Association for the election of the Council and for such other business as may be brought before such meeting, shall be held at such time and place and under such regulations and notices as the By-laws of the Association shall provide; and in default of such election being held at the proper time, the existing officers and Council shall continue to act until their successors shall be duly appointed.

Time and place
of annual
meeting.

12.—(1.) The Council shall cause to be kept by the secretary a book or register, in which shall be entered in alphabetical order the names of all members in good standing; and those members only whose names are inscribed in the book or register aforesaid, shall be deemed entitled to the privileges of membership in the Association; and such book or register shall at all times be subject to inspection by any person free of charge.

Register of
members to be
kept.

(2.) Such register, or a copy of the same, duly certified by the secretary, shall be *prima facie* evidence in all courts and before all persons, that the persons therein specified are members of the Association in good standing, and the absence of the name of any person from such book shall be *prima facie* evidence that such person is not a member of the Association.

Registration to
be *prima facie*
evidence of
membership.

13. The Association shall have power to limit the term of all diplomas and certificates granted by it to one year from the date of granting the same, and shall have power to withhold the granting or renewal of the same, together with all the other privileges of membership, from any person who neglects to pay the prescribed fees when they are due and so long as such neglect continues.

Limitation of
term of diplomas
and certificates.

14. From and after the passing of this Act no person shall be entitled to take or use the name or title of "Chartered Stenographic Reporter," or the letters "C.S.R.," either alone or in combination with any other words, or any name, title or description, implying that he is a member of the Association, unless he be a member in good standing, and registered as such; any person using the said name or title contrary to the provisions of this section shall be liable on summary conviction to a fine not exceeding \$25, for the first offence and not exceeding \$100 for each subsequent offence.

Penalty for using
the title C. S. R.
when not
registered.

Admission and expulsion of members. 15. The Association may by By-law provide for the suspension or expulsion of any member for misconduct or violation of the rules or By-laws of the Association on complaint and after due enquiry.

Recovery of fees and penalties due the Association. 16.—(1.) All fees payable under this Act may be recovered as ordinary debts due to the Association, and all penalties, under this Act may be recovered and enforced before one or more justices of the peace in manner directed by the Revised Statutes of Canada, chapter 178, entitled The Summary Convictions Act, and any Act amending the name.

Fees and penalties when recovered to be paid to the Treasurer. (2.) Any sum or sums of money received from convictions and recovery of penalties as aforesaid shall be paid immediately on the recovery thereof by the convicting magistrate to the treasurer of the Association.

Who may prosecute (3.) Any person may be prosecutor or complainant under this Act, and the Council may allot such portion of the penalties as may be expedient towards the payment of such prosecutor.

Power to affiliate with similar associations. 17. The Association shall have power to affiliate with any other Association of Stenographers in the Dominion of Canada, Great Britain or the United States of America, or elsewhere, for the purpose of mutual benefit to the profession.

Ex-members to have no claim against the funds. 18. If any member during his life time ceases to be a member of the Association he shall not, nor shall his representatives, have any interest in or claim against the funds or property of the Association.



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