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UNIVERSITY CLUB OF OTTAWA

MG 28, I 140

Finding Aid No. 952 / Instrument de recherche no 952

Prepared in 1979 by
Joan Bonnet of
the Social and
Cultural Archives,
and revised in 1983

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UNIVERSITY CLUB OF OTTAWA (1870-1978)

Originals, 1870-1978. 1.91 m. Microfilm, 1914-1965. 2 reels, M-2306, M-2307. Photocopies, 1913. 6 pages. Finding Aid No. 952.

The University Club of Ottawa was incorporated 16 June 1913 in order to establish and maintain a club for male university graduates and other persons of approved scholarship or standing for the promotion of social, literary and scientific interests among its members. The constitution was later revised and changed "male university graduates" to "university graduates", presumably to allow women to become members of the Club. The Club was dissolved 27 February 1978.

The microfilm was copied from originals in the possession of the University Club of Ottawa in 1972; the photocopies of the letters patent were presented in 1973 and the originals were presented by R.B. Mickson, Honorary Secretary of the University Club in 1978.

Finding Aid No. 952 is a file list for the original material.

Constitution, 1913-1976. Originals, 2.5 cm (volume 1).

Master copy of the University Club of Ottawa constitution, printed copy of the constitution and house rules and a list of members.

Annual General Meetings, 1920-1972. Originals, 7.5 cm (volume 1).

Minutes and reports of the annual general meetings.

Special General Meetings, 1974-1977. Originals, 15 cm (volumes 1-2).

Minutes, reports, agenda and ballots of special general meetings.

Committees, 1950-1977. Originals, 27.5 cm (volumes 2-3).

Correspondence, minutes and reports of the following committees: Ad Hoc committee on a General Canvas, Entertainment Committee, Committee on Future Planning, House and Staff Committee, Committee of Management and the Nominating Committee.

Finance, 1918-1977. Originals, 36 cm (volumes 3-5).

Accounts, financial statements, auditor's reports, bonds and debentures, funds, loans, mortgages and taxes relating to the financial backing of the University Club of Ottawa, members' accounts and the physical residence of the Club.

Legal, 1870-1978. Originals, 22.5 cm. Electrostatic Copies, 6 pages (volumes 5-6).

Letters probate for various members estates, insurance, bonds, land deeds, leases and real estate, expropriation papers and correspondence relating to same; letters patent-incorporating the club and the surrender of charter.

Liquor Licence Board of Ontario, 1949-1974. Originals, 10 cm (volume 6).

Correspondence, applications for licences and licence renewals, L.L.B.O. bulletins, memoranda, financial reports of the Club

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submitted to the L.L.B.O.

Membership, 1920-1976. Originals, 20 cm (volume 7).

Applications for membership, membership lists, correspondence relating to deceased members, resignations and suspended members.

Newsletters, 1969-1976. Originals, 7.25 cm (volume 8).

Drafts and copies of newsletters distributed to members arranged in chronological order.

Other Clubs, 1955-1976. Originals, 6.25 cm (volume 8).

Correspondence and memoranda relating to shared and reciprocal privileges with clubs such as the Chelsea, Laurentian and Rideau Clubs.

Correspondence, 1967-1977. Originals, 6.25 cm (volume 8).

Correspondence to G.G. McLeod, Club Treasurer, to Wentgell, Gautreau and Roine law firm and general correspondence arranged in chronological order.

Club Management, 1915-1977. Originals, 14 cm (volume 7).

Correspondence, memoranda, charts relating to the internal management of the club. Included are such things as billiards, club site, entertainment and speakers, menus, renovations and reservations.

Photographs, Originals, 1 cm (volume 9).

Miscellaneous photographs and negatives of the interior and exterior of the Club's building and pictures of persons attending dinners held at the club.

Guest Books and Registers, 1915-1974. Originals, 15 cm (volumes 9-10).

Register and guest books of members and their guests.

Minutes of Meetings and Constitution, 1914-1965. Microfilm, 2 reels M-2306 - M-2307.

Constitution and by-laws, 1918; Members minutes, 1914-1919; Membership Committee minutes, 1916-1919; Membership lists, 1918; House and Finance Committee minutes, 1915-1920; Entertainment and Literary Committee minutes, 1916, 1918; Management Committee minutes, 1913-1937, 1950-1963; Annual General Meetings-minutes, 1940-1965.

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