



HISTORY OF THE ASSOCIATION OF ADMINISTRATIVE ASSISTANTS

THE ASSOCIATION'S BEGINNINGS

In 1951, an enterprising group of 35 women, aided and encouraged by two gentlemen, Mr. W. G. Frisby and Dr. W. J. Dunlop, both prominent in educational circles, took action. The Association they formed was to establish a national standard of qualifications for senior secretaries and to help reach this standard by providing facilities for advanced education and a common meeting ground for the exchange of ideas. The result gave a senior secretary a new title, Administrative Assistant, and made management aware of the value of the fully-qualified administrative assistant.

The inaugural meeting of the Association of Administrative Assistants or Private Secretaries was held in Toronto, April 1951. A Charter was granted to the Association by the Province of Ontario under Letters Patent dated November 24, 1952, and Supplementary Letters Patent, covering education courses, were issued in April 1954.

Inauguration of the Correspondence Course, conducted for the Association through the Extension Division, University of Toronto, took place in October 1957. Upon completion of the three-year course and verification of standing, the graduate-member was entitled to use the designating letters Q.A.A. (Qualified Administrative Assistant). The "Q.A.A." designation is registered with the Trade Marks Office, Ottawa (1967).

The sequence of events which led to the creation of the Association of Administrative Assistants or Private Secretaries follows:

1. A conference with Mr. W. G. Frisby with Dr. W. J. Dunlop, then the Director of University Extension of the University of Toronto, later the Minister of Education, Province of Ontario, concerning the function and training of Private Secretaries.
2. A speech by Dr. W.J. Dunlop to the Commercial Section of the Ontario Educational Association concerning the same matter.
3. A conference between the Director of University Extension and Mr. W.G. Frisby, concerning the desirability of doing something, where it was decided to include classes for Private Secretaries among the Evening Classes of the University of Toronto.
4. Following this decision and through the good offices of Mr. B. Sharpe, M.A., and Miss M.M. Hargreaves of the Department of University Extension, instruction began in the Autumn of 1954. The class was taught by Mr. W.G. Frisby.
5. The attendance at classes, the quality of the students, and the observance by them of the niceties of social conduct made apparent the advantage of instruction; to explore and to augment the functioning of the secretary in the administrative capacity; to make apparent the advantage, through improvement in ease of executive functioning, of the employment of highly-trained, sensitive and competent persons, who, while abounding in skills, were not limited in function by them.

The following is an excerpt from *National Notes* (the Association's newsletter) dated February 1962.

The Association's crest, our distinctive emblem, has acquired an official identify. It has been certified as our exclusive trade-mark by the Registrar of Trade-Marks for Canada under date of November 3, 1961, bearing the number 124,213.

Another forward step has been taken in strengthening the positive image being developed by the Association. No more appropriate design could portray our 'corporate image' than the open book and quill. The book, the mark of the student, the seeker of improvement; the quill, the mark of the scribe, he who executes and puts to use the knowledge acquired. The meaning is quite clear.

We intend our image to have particular significance in the minds of management. As we accept members in the Association, we accept personally a full share of responsibility for communicating this meaning with integrity and with forcefulness. Constant and combined effort is needed to mold and share the true picture of the aims and achievements of the Association, and to make it last. A good image is not just desirable, it is absolutely essential for success.

The official language of the certification states that registration was granted on the basis of the use in Canada by the Association of the crest symbol for the following services:

- (1) the dissemination of Association literature;*
- (2) providing its members with facilities for advanced education and a common meeting ground for the exchange of ideas;*
- (3) circulation of a bulletin "National Notes" to the membership;*
- (4) making available to its members and to the public an educational course by correspondence conducted for it through an accredited Canadian University.*

The Association's trade-mark was renewed on September 5, 2006. Again, granted with the exact wording for the four services mentioned above.

OUR FIRST CONSTITUTION

"CONSTITUTION of the ASSOCIATION OF PRIVATE SECRETARIES"

Dated: March 1951.

1. NAME

This Association shall be known as the Association of Private Secretaries.

2. PREAMBLE

For the purpose of this Constitution, the words "Private Secretary" shall mean persons whose responsibility is concerned with the compilation of information and the formulation and carrying out of instructions, and who exercise initiative therein. Generally speaking, a knowledge of accounts, of law, and of business administration is a requisite, but the significance of the word "secretary" does not infringe upon that of "accountant", "legal advisor" or "executive", it being understood, however, that anyone who becomes a member in good standing of this organization need not, upon change of position or occupation, sacrifice his standing in the Association.

3. PURPOSE

The purpose of the Association of Private Secretaries is to contribute to the betterment of private secretaries by making available to them facilities for cultural achievement; and by promoting the opportunity for advancement of those who are engaged in the work of private secretary as defined in the PREAMBLE, by making society more aware of the functions within it of the private secretary.

The interests of society shall be held paramount and, while the interest of the private secretary is to be considered, it is never to be put first; and the functioning of the Association of Private Secretaries shall be in relation to the better functioning of society, to which it is hoped the expertness, general knowledge, and capability of the members may add.

4. MEMBERSHIP

(a) Honorary Members

Honorary membership shall be conferred upon those who, in the opinion of the Association, expressed unanimously at a regular meeting, are considered worthy of such honour.

(b) Charter Members

Those who have been members of a Private Secretaries class conducted in the University of Toronto by the Department of University Extension during the years up to and including 1950-51, who have been present at a reasonable number of organization meetings, and who have signified their desire for membership prior to the first election of officers, shall be known as Charter Members, and shall automatically hold full membership in the Association of Private Secretaries.

(c) First Members

Former members of a Private Secretaries class, mentioned above, may apply for membership in the Association within the first year after the first election of officers, and shall be admitted to full membership as First Members, after they have attended a reasonable number of meetings of the Association. During this same period, persons experienced in the work of the private secretary, who have demonstrated

active interest in the purpose of the Association, may apply to the Secretary for membership, and may also be admitted as First Members.

(d) Regular Members

Persons who, having completed a course in an accredited university of the Dominion of Canada, are granted a degree and/or certificate covering instruction pertaining to the work of private secretary as defined in the PREAMBLE, and who are employed in the function of private secretary, may apply to the Secretary and be admitted to the Association as Regular Members.

Certain mature persons with appropriate experience and wide general knowledge not necessarily acquired in formal courses of instruction but deemed by the Association to be equivalent for the purposes of the Association, and who evince lively support of the purpose and spirit of the Association, may also apply to the Secretary and be admitted to regular membership. Such persons, except in rare circumstances, should be employed in the function of private secretary at the time of application for membership in the Association of Private Secretaries.

(e) Student Members

Persons taking a course leading to a certificate or degree as outlined above, or who having completed such a course, still lack actual experience as private secretaries, may apply to the Secretary and be admitted to student membership of the Association. Student members shall enjoy all the rights of full membership except those of voting in election of officers and members of standing committees, on changes of the Constitution, on applications for membership in the Association, and in matters pertaining to educational standards for membership.

5. OFFICERS AND DUTIES OF OFFICERS

President - The President shall preside at all meetings of the Association and at all meetings of the Executive Committee. The President shall sign all cheques in payment of authorized accounts and bills, after such cheques have been prepared and signed by the Treasurer; and shall also sign the minutes immediately upon their confirmation.

Vice-President - The Vice-President shall perform the duties of the President in the President's absence.

Secretary - The Secretary shall record all proceedings, receive and conduct correspondence, and shall prepare and read the minutes, and having signed the minutes shall present them after their confirmation to the President for signature.

Treasurer - The Treasurer shall receive all moneys; issue and sign cheques for the payment of authorized expenditures, and present these cheques to the President for signature; report at the request of the President the state of the finances; and submit books and vouchers for audit when instructed to do so.

Registrar - The function of the Registrar shall be to keep a record of the members and their attainments, and of student members and their activities. The Registrar shall be the person to whom a member may submit a statement of need of employment, and to whom inquiries may be directed by prospective employers.

6. COMMITTEES

There shall be four standing committees:

- (a) The Executive Committee
- (b) The Finance Committee
- (c) The Membership Committee
- (d) The Committee on Education

7. DUTIES OF COMMITTEES

- (a) The Executive Committee shall be composed of the officers and the members of the other standing committees, and shall be responsible for the functioning of the Association in all matters not specifically referred to other committees. It shall meet monthly at the call of the President.
- (b) The Finance Committee shall be composed of three members elected annually. All matters of finance shall be referred to the Finance Committee, which shall report to the Executive Committee.
- (c) The Membership Committee shall be composed of three members, elected annually. Application for membership in the Association shall be submitted to the Secretary, presented to the next monthly meeting, and referred to the Membership Committee. It is the duty of the Membership Committee to investigate each application and report to the Executive Committee, with recommendations. The Executive Committee shall study the report and recommendations and submit its own recommendations to the monthly meeting, including the report and recommendations of the Membership Committee. Each new member shall be admitted by majority vote of the Association at a regular meeting, unless otherwise specified in this Constitution.
- (d) The Committee on Education shall be composed of three members elected annually. All matters relating to the education of members of the Association, including educational standards for membership, shall be referred to the Committee on Education, which shall report to the Executive Committee.

8. PATRONS

As the occasion arises, and with the careful exercise of wisdom, a small number of distinguished persons may be asked to become Patrons of the Association. This office of Patron shall be reserved as an expression of appreciation and esteem, in recognition of active sympathy with the purpose of the Association.

9. MEETINGS

A meeting of the Association known as the regular monthly meeting shall be held monthly at the direction of the Executive Committee from September to April, inclusive, and shall be a business meeting. The meeting in April shall be known as the Annual Meeting. Election of officers and of members of standing committees, and any changes in Constitution shall occur at the Annual Meeting, together with any other business which is permissible at this meeting or any monthly meeting.

10. NOMINATIONS AND ELECTIONS

Nominations shall take place at the March meeting and the election of officers and members of standing committees at the Annual Meeting in April. Nominations shall be made from the floor.

11. ORDER OF BUSINESS

A business meeting shall observe the following order:

- 1. Minutes
- 2. Reports of Officers and of Committees
- 3. Correspondence

4. Accounts and Bills
5. Unfinished Business
6. New Business
7. Nominations and Elections
8. Adjournment

A meeting mainly for a purpose other than business shall follow the order set by the Chairman.

12. SPECIAL MEETINGS

A special meeting may be called for a specific purpose by the President, the time and place to be designated by the President. A special meeting must be called by the President if 20 members request a special meeting for a specific purpose; and the President shall call this meeting within one month of the date of receipt of written request. At a special meeting, no matter may be discussed except that for which the meeting is called.

13. POSTPONEMENT OF MEETINGS

If, in the opinion of the Executive Committee, it is impossible or inconvenient to hold a regular meeting on the day of the month decided upon, any regular meeting, including the Annual Meeting, may be postponed to a date chosen as more suitable, provided every member shall be mailed notice of postponement one week prior to the date of the meeting, provided also that the date of the next meeting be within the same calendar month.

A special meeting may be postponed or cancelled by the President except that the President may not cancel a special meeting called at the request of the Association in accordance with Section 12, and may not postpone such a meeting for more than 30 days without the specific permission of the members who requested it.

14. QUORUM

Two-fifths of the membership of the Association shall constitute a quorum for the transaction of business. Seven members shall constitute a quorum of the Executive Committee, and two shall be a quorum of the other standing committees.

15. FEES

The amount of fees shall be determined at the Annual Meeting each year. The fees shall be due and payable during September of each year. Members in good standing may vote at regular, special and Annual meetings, with the exceptions applicable to student members, noted above.

16. AUDIT

Auditors shall be elected at the Annual Meeting and shall report at the Annual Meeting next following. Nothing, however, shall prevent a special audit, provided this audit is approved on resolution at a regular meeting.

17. CHANGE OF CONSTITUTION

Notice of Motion for a change of the Constitution shall be given in writing, in form specific, to the Secretary, and shall be read by him at the monthly meeting preceding the Annual Meeting. Moreover, the notice calling the Annual Meeting shall contain the statement of motion for which notice of motion has been given.

Adopted March 30, 1951.

LETTERS PATENT

COPY

PROVINCE OF ONTARIO 1952
BY THE HONOURABLE
GEORGE ARTHUR WELSH
Provincial Secretary.

TO ALL TO WHOM THESE PRESENTS SHALL COME GREETING

WHEREAS The Companies Act provides that with the exceptions therein mentioned the Lieutenant-Governor may by Letters Patent create and constitute bodies corporate and politic for any of the purposes to which the authority of the Legislature of Ontario extends;

AND WHEREAS by the said Act it is further provided that the Provincial Secretary may under the Seal of his Office have, use, exercise, and enjoy any power, rights, or authority conferred by the said Act on the Lieutenant-Governor;

AND WHEREAS by their Petition in that behalf the persons herein mentioned have prayed for Letters Patent constituting them a body corporate and politic for the due carrying out of the undertaking hereinafter set forth;

AND WHEREAS it has been made to appear that the said persons have complied with the conditions precedent to the granting of the desired Letters Patent and that the said undertaking is within the scope of the said Act:

NOW THEREFORE KNOW YE that under the authority of the hereinbefore in part recited Act, I DO BY THESE LETTERS PATENT CONSTITUTE the Persons hereinafter named, that is to say:

Elise Bellavance, Margaret Elizabeth Holway and Edith Blanche Potter,

All of the City of Toronto, in the County of York and Province of Ontario, Secretaries; and any others who have become subscribers to the memorandum of agreement of the Corporation, and persons who hereafter become members thereof, a corporation without share capital under the name of

ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
OR PRIVATE SECRETARIES

For the following purposes and objects, that is to say:

TO contribute to the betterment of administrative assistants or private secretaries by making available to them facilities for cultural achievement, by promoting the opportunity for advancement of those who are engaged in this work and by making society more aware of the function within it of the administrative assistant or private secretary;

THE HEAD OFFICE of the Corporation to be situate in the said City of Toronto; and

THE FIRST DIRECTORS of the Corporation to be Elise Bellavance, Margaret Elizabeth Holway and Edith Blanche Potter, hereinbefore mentioned:

AND IT IS HEREBY ORDAINED AND DECLARED THAT:

1. The subscribers to the Memorandum of Agreement of the Corporation shall be the first members and the Corporation shall consist of the subscribers and of those who shall hereafter be duly elected as members of the Corporation in accordance with the by-laws and regulations from time to time in force;
2. The interest of a member in the Corporation shall not be transferable, and shall lapse and cease to exist upon the death of such member or when such member shall cease to be a member by resignation or otherwise in accordance with the by-laws and regulations from time to time in force;
3. The directors of the Corporation shall constitute the Committee of Management of the Corporation;
4. The directors may, from time to time, make by-laws and regulations not contrary to law or any provision of the Letters Patent, Supplementary Letters Patent, if any, or The Companies Act, and, from time to time, amend, vary or repeal the same, respecting:
 - (a) the admission of members and the election or appointment of directors, trustees and officers;
 - (b) the time and place of holding and the calling of meetings of members, trustees and directors, and the requirements as to proxies and the procedure at the conduct of such meetings;
 - (c) the payment of officers and employees, and
 - (d) the control, management and conduct of the affairs of the Corporation;
5. Every by-law and regulation and every appeal, amendment, modification or variation thereof, unless in the meantime confirmed at a general meeting duly called for that purpose, shall have force only until the next annual meeting of the Corporation, and in default of confirmation thereat shall from that time cease to have force, and in that case no new by-law or regulation to the same or the like effect or re-enactment thereof shall have any force until confirmed at a general meeting of the Corporation;
6. Such by-laws, regulations, amendments, modifications and variations shall replace, exclude and modify the regulations set out in Form 4 in the Schedule to The Companies Act, save that in any matters covered by such Form 4 and not provided for in the Corporation's by-laws, regulations or amendments, the regulations and provisions of the said Form 4 shall apply and be in force, but all such matters which, after the passing of the Corporation's first by-laws and regulations, may be left to be governed by such Form 4, may be varied, amended, excluded or modified by any by-laws or regulations;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that said Corporation shall be carried on without the purpose of gain for its members, and that any profits or other accretions to the Corporation shall be used in promoting its objects;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that the Corporation is prohibited from occupying and using a house, room or place as a club to which subclause ii of clause b of section 226 of the Criminal Code (Canada) is by that subclause made not applicable; and if it is made to appear to the satisfaction of the Provincial Secretary that the Corporation purports so to use a house, room or place, these Letters Patent may be revoked and made void by and in the discretion of the Lieutenant-Governor in Council;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that if it is made to appear to the satisfaction of the Provincial Secretary that the premises occupied by the Corporation are equipped, guarded or otherwise constructed or operated so as to hinder or prevent lawful access to and inspection of such premises by police or fire officers or are found fitted or provided with any means or contrivance for playing any game of chance, gaming or betting, or with any device for concealing, removing or destroying such means or contrivance, these Letters Patent may be revoked and made void by and in the discretion of the Lieutenant-Governor in Council;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that membership in the Corporation shall be limited to administrative assistants or private secretaries to the extent that they shall at all times constitute ninety-five per centum of such membership.

GIVEN UNDER MY HAND AND SEAL OF OFFICE AT THE CITY OF TORONTO IN THE SAID PROVINCE OF ONTARIO, THIS FOURTEENTH DAY OF NOVEMBER IN THE YEAR OF OUR LORD ONE THOUSAND NINE HUNDRED AND FIFTY-TWO. .

G.A. WELSH
Provincial Secretary

SUPPLEMENTARY LETTERS PATENT

COPY

PROVINCE OF ONTARIO 1954
BY THE HONOURABLE
GEORGE ARTHUR WELSH
Provincial Secretary.

TO ALL TO WHOM THESE PRESENTS SHALL COME GREETING

WHEREAS The Companies Act enacts that the Lieutenant-Governor may from time to time direct the issue of Supplementary Letters Patent to a Corporation embracing any or all of the matters in the said Act set forth,

AND WHEREAS by the said Act it is further provided that the Provincial Secretary may under the Seal of his Office have, use, exercise, and enjoy any power, right, or authority conferred by the said Act on the Lieutenant-Governor,

AND WHEREAS by its petition in that behalf the Corporation herein mentioned has prayed for Supplementary Letters Patent for the purpose hereinafter set out,

AND WHEREAS it has been made to appear that the said Company has complied with the conditions precedent to the grant of the desired Supplementary Letters Patent,

NOW THEREFORE KNOW YE THAT I
GEORGE ARTHUR WELSH
Provincial Secretary

under the authority of the hereinbefore in part recited Statute

DO BY THESE SUPPLEMENTARY LETTERS PATENT to the
ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
OR PRIVATE SECRETARIES

incorporated by Letters Patent dated the fourteenth day of November, A.D. 1952

EXTEND for the purpose and objects of the Corporation by adding thereto the following clause:

(b) TO promote and conduct through accredited educational institutions courses of instruction for or beneficial to administrative assistants or private secretaries.

GIVEN under my hand and Seal of Office at the City of Toronto, in the said Province of Ontario this twenty-ninth day of April, in the year of our Lord one thousand nine hundred and fifty-four.

(Signed)
ARTHUR WELSH, Provincial Secretary

SUPPLEMENTARY LETTERS PATENT

COPY

PROVINCE OF ONTARIO 1976
BY THE HONOURABLE
SIDNEY B. HANDLEMAN
MINISTER OF CONSUMER AND COMMERCIAL RELATIONS

WHEREAS The Corporations Act provides that the Lieutenant-Governor may in his discretion issue Supplementary Letters Patent to any Corporation that applies therefor amending or otherwise altering or modifying its Letters Patent or prior Supplementary Letters Patent;

AND WHEREAS by the said Act it is further provided that the Member of the Executive Council to whom the administration of this Act is assigned may in his discretion and under the Seal of his Office have, use, exercise, and enjoy any power, right, or authority conferred by the said Act on the Lieutenant-Governor;

AND WHEREAS it has been made to appear that the Corporation herein named has complied with the conditions precedent to the issue of the desired Supplementary Letters Patent;

NOW THEREFORE KNOW YE that, being the Member of the Executive Council to whom the administration of this Act is assigned,

I DO BY THESE SUPPLEMENTARY LETTERS PATENT TO

ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
OR PRIVATE SECRETARIES

Incorporated by Letters Patent dated the fourteenth day of November, 1952

CHANGE the name of the Corporation to

ASSOCIATION OF ADMINISTRATIVE ASSISTANTS -
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

GIVEN under my hand and Seal of Office at the City of Toronto in the said Province of Ontario
this seventh day of October, one thousand nine hundred and seventy-six.

Minister of Consumer and
Commercial Relations

FIRST DIRECTORS

At the time of incorporation of the Association of Administrative Assistants or Private Secretaries in 1951, the following persons were named Directors:

Margaret Holway*
Elise Bellavance**
Blanche Potter**

*Member, Toronto East Branch
**Deceased

PAST PRESIDENTS

1951-52	Miss Alice Sowerby	Toronto Charter
1952-53	Mrs. Margaret Holway (nee Warren)	Toronto Charter (now Toronto East)
1953-54	Miss Margaret McMillan	Toronto Charter
1954-56	Mrs. Elise Bellavance	Toronto Charter
1956-58	Miss Etta Redden, Q.A.A.	Toronto Charter (Honorary Member)
1958-61	Miss Margaret Stuart, Q.A.A.	Toronto Charter
1961-63	Miss Ethel Mader	Hamilton
1963-65	Miss Helen Entwistle, Q.A.A.	Toronto Charter
1965-66	Mrs. Mary Holmes	Ottawa
1966-68	Miss Marnie Delaney	Toronto West
1968-70	Mrs. Molly Allen	Hamilton
1970-73	Miss Dorothy Osborne, Q.A.A.	Winnipeg
1973-75	Audrey Pember	Toronto East
1975-77	Mary Sullivan	Ottawa
1977-79	Kenny Gryde	Sarnia
1979-81	Phyllis Pilling, Q.A.A.	Winnipeg
1981-83	Monique St.Hilaire, Q.A.A.	Member-At-Large, Bedford, PQ
1983-86	Eleanor Caldwell, Q.A.A.	Vancouver
1986-88	Evelyn Brown, Q.A.A.	Hamilton
1988-91	Shirley Rooke, Q.A.A.	Calgary
1991-93	Kathyrn Hart	Calgary
1993-94	Mimma Musitano, Q.A.A.	Hamilton
1994-97	Linda Varsava	Member-At-Large, Mississauga, ON
1997-98	Helen Gordon, BA, Q.A.A.	Member-At-Large, Sudbury, ON
1998-02	Linda Gordon	Member-At-Large, Vancouver, BC
2002-05	Doris Kurtz, Q.A.A.	Edmonton
2005-06	Irene Short	Edmonton
2006-08	Gail Bittorf, Q.A.A.	Calgary