

THE CONSTITUTION OF THE SASKATCHEWAN HEALTH LIBRARIES ASSOCIATION

As amended April 15, 2015

1. NAME

The name of the association shall be the Saskatchewan Health Libraries Association.

2. OBJECTIVES

The objectives of the Association shall be:

- a) To promote the provision of quality library services to the health community in Saskatchewan.
- b) To provide professional support to the membership by promoting educational opportunities, communication and resource sharing.

3. MEMBERSHIP

The membership shall be open to all persons interested in the objectives of the Association.

Individual members:

- Eligible to attend annual and general meetings of the Association
- Entitled to one vote at annual an general meetings
- Membership fee is \$30 (effective April 15, 2015)

Institutional membership:

- Eligible to attend annual and general meetings of the Association
- Entitled to up to two individuals to vote as representatives of an institutional membership
- If the designated institutional representatives are unable to attend meetings, the SHLA Secretary-Treasurer must be notified if different representatives will be attending
- Membership fee is \$75 (effective April 15, 2015)

a) The membership year is June 1 – May 31

b) Membership fees for renewing members are due no later than June 1 of each membership year.

c) Membership fees for new members joining after June 1 of a given membership year are due as of the date of the membership application

4. OFFICERS

Business of the Association shall be conducted and managed by an Executive Committee consisting of the following:

President
President-Elect
Secretary-Treasurer

- a) The Executive Committee shall be elected from amongst the members who are also paid up members of CHLA to ensure the annual renewal of the SHLA's Chapter status with that organization.
- b) The President-Elect and the Secretary-Treasurer shall be elected for a one-year term at the Annual General Meeting and shall assume their respective offices on the June 1 following their respective elections.
- c) On the June 1 following the election of his or her successor, the outgoing President-Elect shall assume the duties of the Presidency for a one-year term.
- d) The President shall not be eligible to stand for President-Elect until one year has expired from the completion of the Presidency term of office.
- e) If a vacancy occurs on the Executive Committee, the Committee shall invite an eligible member in good standing to serve out the elected term of office, except in the case of the President-Elect, for which vacancy an election shall be held within 60 days.
- f) No Officer shall be eligible for re-election to the same office for more than 2 consecutive terms.
- g) For information on the Web Manager (non-voting appointed officer), see item #5 below.

DUTIES OF THE PRESIDENT

- a) Organize and chair all meetings;
- b) Hold alternate signing power with the Secretary-Treasurer in the disbursement of the Association's funds;
- c) Prepare the annual report to be submitted to SHLA at the Spring meeting;
- d) Prepare and submit the SHLA annual report as required by CHLA/ABSC.

DUTIES OF THE PRESIDENT-ELECT

- a) Act in absence of the President;
- b) Act as correspondent to the chapter discussion board through CHLA's website

- c) Assist the President in arranging for speakers for the Spring and Fall meetings
- d) Arrange food and beverage for Fall and Spring meetings.

DUTIES OF THE SECRETARY-TREASURER

- a) Publicize all meetings;
- b) Record and distribute the minutes of all meetings;
- c) Have charge of all correspondence;
- d) Prepare and distribute the ballots for the annual election of officers;
- e) Hold alternate signing power in the disbursement of the Association's funds;
- f) Maintain a current registry of all members;
- g) Collect fees and issue receipts;
- h) Present annual statement of accounts based on SHLA's fiscal year: June 1-May 31.

5. Web Manager (Non-Voting Appointed Officer)

- The website of the Association shall be maintained by the Web Manager.
- The Web Manager will be appointed by the Executive for an unlimited term, upon approval of the membership.
- The Web Manager does not hold Executive voting privileges.

DUTIES OF THE WEB MANAGER

- a) Maintain, update and ensure access to the Association website
- b) Attend Executive meetings as appropriate
- c) Post minutes, reports and other files as received from the Executive
- d) Scan and post the Association's archival documents
- e) Follow review schedule for the website (every 5 years for complete revision)
- f) Liaise with the CHLA webmaster
- g) Maintain a list of guidelines for managing the website
- h) Setup and manage logins and accounts for each member
- i) Demonstrate the website at Fall and Spring meetings as determined by the Executive, or as needed by the larger membership

6. MEETINGS

- a) The Annual General Meeting of the Association shall be held in the Spring of each year on a date and location set by the Executive Committee. A semi-annual meeting will be held in the Fall of each year on a date and location set by the Executive Committee.
- b) A quorum will be 1/4 of the paid members of the SHLA and will include at least two members of the Executive Committee.
- c) Members who are unable to attend meetings in person, may do so via technology.
- d) Non-members are eligible to attend meetings but do not have voting privileges.

7. VOTING

- a) Voting shall be done by a show of hands at the annual and general meetings.
- b) Election of officers shall be done by secret ballot.

8. COMMITTEES

- a) The Executive Committee shall have the power to appoint sub-committees from the SHLA membership at large.
- b) All appointments and sub-committees shall terminate at the end of the membership year except for due cause.

9. ELECTIONS

The procedure of the election of officers shall be as follows:

- a) Any paid-up SHLA member who is also a CHLA member in good standing is eligible to be nominated or to self-nominate for one or more officer positions.
- b) Write-in candidates at the time of election are allowed.
- c) Elections shall be by secret ballot at the Annual General Meeting.
- d) The ballots shall be counted by two non-candidates appointed by the President to serve as scrutineers.
- e) A plurality vote shall elect. The President shall cast the deciding vote in case of a tie.

10. TERMINATION OF MEMBERSHIP

Membership in the Association shall terminate:

- a) Upon resignation

- b) Upon non-payment of membership fees after the expiration of four months from the date due thereof.
- c) Upon resolution terminating that membership passed by a vote of not less than two thirds of the Executive Committee members at a meeting thereof duly called to consider such termination.

11. AMENDMENT OF CONSTITUTION

- a) The Constitution may be amended by a two-thirds vote at the Annual General Meeting; except that the Executive Committee shall have the power to make changes to the Constitution from time to time or to repeal, amend, or re-enact any item within the Constitution. These will have force only until the next Annual General Meeting.
- b) The membership shall review the Constitution every three years.

12. DISSOLUTION OF THE ASSOCIATION

In the event of the dissolution of the Association and after all debts and liabilities of the Association have been settled, any remaining Association assets shall be distributed to the Saskatchewan Libraries Association.