



# THE CONSTITUTION OF THE SASKATCHEWAN HEALTH LIBRARIES ASSOCIATION

As amended June 1, 2018

**Preamble:** Saskatchewan Health Libraries Association (SHLA) is an affiliated chapter of the Canadian Health Libraries Association / Association des bibliothèques de la santé du Canada (CHLA/ABSC)

## 1. NAME

1.1 The name of the chapter shall be the Saskatchewan Health Libraries Association, herein referred to as the Association.

## 2. OBJECTIVES

2.1 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

3.1 Membership shall be open to all persons interested in the objectives of the Association upon payment of membership fees. The Executive Committee will periodically review the fee structure and membership categories, with all changes to be ratified by the membership.

3.2 There shall be two categories of membership:

- a) Regular membership:
  - Eligible to attend annual and general meetings of the Association
  - Entitled to one vote at annual general meetings
- b) Other membership (library technicians, students, retired):
  - Eligible to attend annual and general meetings of the Association.
  - Entitled to one vote at annual general meetings

3.3 The membership year is June 1 – May 31.

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

3.5 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**

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

- a) President
- b) President-Elect
- c) Secretary-Treasurer
- d) Past-President

4.2 The Executive Committee shall be elected from amongst the members who are also members of Canadian Health Libraries Association (CHLA/ABSC) to ensure the annual renewal of the Association's Chapter status with CHLA/ABSC.

4.3 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 following their respective elections.

4.4 Following the election of his or her successor, the outgoing President-Elect shall assume the duties of the Presidency for a one-year term.

4.5 The Past-President shall not be eligible to stand for President-Elect until one year has expired from the completion of the term of office.

4.6 If a vacancy occurs on the Executive Committee, the Executive 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.

4.7 No Officer shall be eligible for re-election to the same office for more than two consecutive terms.

4.8 The Continuing Education Coordinator and the Web Manager will be appointed by the Executive Committee at the Annual General Meeting for a 1-year term, upon approval of the membership, with possibility of renewal.

4.9 Officers may be removed from their position for just cause after due process and by affirmative vote of two thirds of the Executive Committee.

## **5. DUTIES OF OFFICERS**

### **5.1 Duties of President**

- a) Chair all meetings of the Association and of its Executive Committee;
- b) Hold signing power with the Secretary-Treasurer in the disbursement of the Association's funds;
- c) Attend meetings and liaise with CHLA/ABSC on behalf of the Association;
- d) Prepare and submit the Association's annual report as required by CHLA/ABSC;

- e) Serve as ex-officio member of all committees.

## **5.2 Duties of the President-Elect**

- a) Act in absence of the President;
- b) Assist the President in all administrative duties;
- c) Work in collaboration with the CE Coordinator in arranging for speakers for Association meetings;
- d) Coordinate Association meetings (e.g. book rooms, refreshments, etc.);
- e) Assume presidential responsibilities should the office of the President be vacated before the Annual General Meeting.

## **5.3 Duties of the Secretary-Treasurer**

- a) Record and distribute the minutes of all meetings;
- b) Have custody of all official correspondence and ensure the safe and complete record-keeping of the Association;
- c) Prepare and distribute the ballots for the annual election of Officers;
- d) Maintain a current registry of all members;
- e) Administer all funds of the Association;
- f) Hold signing power with the President in the disbursement of the Association's funds;
- g) Present annual statement of accounts based on the Association's fiscal year of June 1-May 31.

## **5.5 Duties of the Past-President**

- a) Assist with the Association's record keeping and archiving;
- b) Oversee the Constitutional Review process when required;
- c) Serve as the Parliamentarian for official meetings;
- d) Coordinate the maintenance of the *SHLA Handbook*;
- e) Oversee the Executive Committee nomination and voting process.

## **6.0 DUTIES OF NON-VOTING APPOINTED OFFICERS**

### **6.1 Duties of the Continuing Education Coordinator**

- a) Plan educational/professional development activities in support of the membership;
- b) Administer the *SHLA Journal Club*.

## **6.2 Duties of the Web Manager**

- a) Maintain the Association's website;
- b) Liaise with the CHLA/ABSC webmaster.

## **7. MEETINGS**

7.1 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.

7.2 A quorum will be 1/4 of the paid members of the Association and will include at least two members of the Executive Committee.

7.3 Members who are unable to attend meetings in person may do so via technology, if available.

7.4 Non-members are eligible to attend meetings but do not have voting privileges.

## **8. COMMITTEES**

8.1 The Executive Committee shall establish sub-committees, as required. Sub-committees will be comprised of Association members in good standing.

8.2 All sub-committees shall terminate at the end of the membership year unless otherwise stated by the Executive Committee.

## **9. DECISION-MAKING AND VOTING**

9.1 Any motion tabled at a meeting of the Association members or distributed by e-mail shall be decided by majority vote.

9.2 Each voting member is entitled to one vote.

9.3 The Chair presiding shall cast the deciding vote in the case of a tie.

## **10. ELECTIONS**

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

10.1 Any Association member who is also a CHLA/ABCS member is eligible to be nominated or to self-nominate for one or more officer positions.

10.2 Write-in candidates at the time of election are allowed.

10.3 Elections shall be by secret ballot at the Annual General Meeting.

10.4 The ballots shall be counted by two non-candidates appointed by the President to serve as scrutineers.

10.5 A majority vote shall elect. In the event of a tie, a second vote will be taken, followed by a coin toss if another tie persists.

10.6 All ballots will be destroyed after election.

## **11. TERMINATION OF MEMBERSHIP**

*Membership in the Association shall terminate:*

11.1 Upon resignation.

11.2 Upon non-payment of membership fees after the expiration of four months from the date due thereof.

## **12. AMENDMENT OF CONSTITUTION**

12.1 A Notice of Proposal to amend the constitution must be sent to all members at least 30 days prior to the Annual General Meeting.

12.2 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.

12.3 The membership shall review the Constitution every three years, at the request of the Executive Committee.

## **13. DISSOLUTION OF THE ASSOCIATION**

13.1 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 CHLA/ABSC.