

ALBERTA ASSOCIATION OF COLLEGE LIBRARIANS

BYLAWS

1. NAME

The name of the society is the Alberta Association of College Librarians.

2. MEMBERSHIP

- i) Any person employed in a professional capacity of the library/learning resources centre of an Alberta college, institute of technology, or vocational centre which pays the annual institutional membership fee shall be a member of the society.
- ii) Members at a general meeting may determine the annual institutional membership fee. It is payable not later than January of every year.
- iii) Membership shall cease upon a) non-payment of dues by the institution, b) leaving the employ of the institution, or c) the request in writing by the member to the Chair. Any member, upon a two-thirds written secret ballot vote of all members of the society in good standing, may be expelled from the membership for any cause which the society may deem reasonable.

3. OBJECTIVES

- i) To facilitate communication and the exchange of information among college, vocational, and technical institute libraries/learning resource centres.
- ii) To facilitate research, planning and development in identified areas of concern in the college, vocational, and technical institute libraries/learning resource centres.
- iii) To facilitate the development and operation of cooperative endeavours between college, vocational, and technical institute libraries/learning resource centres.
- iv) To represent the interests of college, vocational, and technical institute libraries/learning resource centres, their staff, and their users.
- v) To establish liaison with such other committees, institutions, organizations, departments as may be considered beneficial and desirable.
- vi) To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society,

4. MEETINGS

- i) The society shall hold an annual meeting on or before **June 30** in each year.
- ii) The Secretary/Treasurer upon the instructions of the Chair or the executive may call meetings of the society at any time. Notice transmitted via e-mail, or in writing via postal mail to the last known address of each member, shall be delivered 14 days prior to such meeting.

- iii) Six members in good standing shall constitute a quorum at any meeting.
- iv) Where technology permits, members may attend meetings via remote means.

5. VOTING

- i) Any member in good standing shall have the right to one vote at any meeting of the society.
- ii) The chair may vote as a member and shall not have a special vote as Chair.

6. OFFICERS

- i) The business of the society shall be carried out by an Executive Committee, consisting of a Chair, a Secretary/Treasurer and a Director-at-Large, to be elected from the membership.
- ii) Elections for the Executive Committee shall be held every two years. An Election Officer shall be appointed by the Executive Committee, and will solicit nominations **two** months prior to the expiry of the Executive Committee's term of office. An election of members shall be conducted within one month of receipt of nominations, usually at the spring meeting.
- iii) An extraordinary provision for the election of officers to fill vacant positions shall be provided for at a general meeting or by an e-mail or postal ballot.
- iv) Meetings of the Executive Committee will be held as required and shall be called by the Chair. A quorum for a meeting of the Executive Committee shall consist of two. Special meetings of the Executive Committee may be called at any time by a majority of the Executive.

7. DUTIES OF THE OFFICERS

- i) The duties of the officers are as described in Appendix A.
- ii) These duties may be modified from time to time as appropriate by the members of the society.

8. AUDITING

- i) The books, accounts and records of the society shall be audited at least once each year by two employees belonging to a member institution, neither of whom shall be officers. An audited financial statement shall be distributed at the annual meeting. The fiscal year end of the society in each year shall be **December 31**.

- ii) The books and records of the society shall be available to all members of the society at any time upon giving reasonable notice to the Secretary/Treasurer.

9. RENUMERATION

No officer or member of the society shall receive any remuneration for his/her services.

10. BORROWING POWERS

For the purpose of carrying out its objectives the society shall upon special resolution of all members in good standing in attendance at a meeting exercise its power to borrow or raise money.

11. CUSTODY OF THE SEAL

The seal of the society shall be in the custody of the Secretary/Treasurer. The seal will be affixed to the signature of the Chair and the Secretary/Treasurer.

12. AMMENDMENT OF THE BYLAWS

Amendment of the Bylaws may take place at any meeting provided changes have been circulated to all members in good standing 21 days prior to the meeting and the majority of members in attendance support the amendment. Otherwise a postal ballot shall be necessary and a majority of those voting shall be adequate.

NAME (SIGNATURE)

ADDRESS

OCCUPATION

NAME (WITNESS)

ADDRESS

OCCUPATION
