



## **Nova Scotia Library Association (NSLA) – Bylaws**

### **ARTICLE I - NAME**

The name of this organization shall be the Nova Scotia Library Association.

### **ARTICLE II - PURPOSE**

The purpose of this Association will be to promote and facilitate, through practical means, the exchange of ideas, problems and solutions among people concerned with library service at all levels and in all geographic areas of Nova Scotia.

### **ARTICLE III - MEMBERS**

#### **Section 1: Dues**

Membership in the Association is available on payment of a fee recommended by the membership committee and set by the Board of Directors and approved by the membership.

#### **Section 2:**

To remain in good standing, a member must make dues payment within the first three months of the fiscal year of the Association.

#### **Section 3:**

In addition to voting at general meetings of the Association payment of dues entitles a member to all publications of the Association including the NSLA News, and the right of attendance at all general meetings and workshops of the Association at membership rates.

#### **Section 4:**

A copy of the Bylaws shall be supplied to members upon application to the Secretary.

#### **Section 5:**

The NSLA Award of Merit be given at the discretion of the NSLA Board of Directors for either a) distinguished contribution to the promotion and development of library service in Nova Scotia, or b) outstanding contribution to NSLA. Details of the award will be maintained in the NSLA Board policy and procedures manual.

### **ARTICLE IV - EXECUTIVE COMMITTEE**

#### **Section 1:**

There shall be an Executive Committee consisting of the President, Vice-President, who shall be President-Elect, Secretary, Treasurer, and Past-President.

#### **Section 2: Duties**

**President** - To preside over and conduct meetings and ex-officio member of all committees.

**Vice-President** - To preside over and conduct meetings in the absence of the President and to act as President-Elect of the Association, to be the liaison with and to represent the concerns and needs of Interest Groups on the NSLA Board of Directors and at the Annual General Meeting to report on Interest Group activities, with the Past-President to revise and update Association handbooks annually for distribution at the Annual General Meeting.

**Past-President** - With the Vice-President to revise and update Association handbooks annually for distribution at the Annual General Meeting.

**Treasurer** - To keep and maintain the financial records of the organization, prepare the budget and prepare an annual financial statement for submission to the Financial Examiner in time for its distribution at the annual meeting. The Treasurer shall sign all cheques which shall be cosigned by the President or Vice-President.

**Secretary** - To record attendance at all meetings, to take the minutes of all meetings, to keep a list of the time and place of meetings and to conduct the correspondence of the Association. The Executive Committee is responsible for the day to day affairs of the Association between general meetings.

## **ARTICLE V - BOARD OF DIRECTORS**

### **Section 1:**

There shall be a Board of Directors consisting of the Executive Committee, the Convenors of the Standing Committees and non-voting delegates from Nova Scotian library associations.

### **Section 2: Duties**

The Board of Directors shall serve as an advisory body to the Executive Committee.

## **ARTICLE VI - COMMITTEES**

### **Section 1:**

There shall be the following standing committees:

**BYLAWS** - Purpose to review all matters relating to the Bylaws of the Association.

**NEWSLETTER** - Purpose to prepare a newsletter to keep members posted on activities of the Association.

**NOMINATING** - Purpose to prepare a slate of officers to be voted upon at the annual meeting. It shall invite nominations from the members for this purpose.

**MEMBERSHIP** - Purpose to find new members and to assist the Board of Directors on all membership matters.

**PROGRAM** - Purpose to coordinate program planning for the general meetings.

**FINANCE & FUND-RAISING:** Purpose to raise funds for the Association and act as an advisory committee to the Treasurer in the preparation of the Budget.

**INFORMATION & PUBLICITY** - Purpose to publicize and promote the aims and activities of the Association to the library community and the general public.

**Section 2:**

Special committees may be formed as considered necessary by the general membership or the Executive Committee.

**Section 3:**

Committees shall consist of an elected convenor and, chosen by the convenor (unless specifically named by the general membership), at least two other persons who are members in good standing of the Association.

**ARTICLE VII - FISCAL YEAR**

The fiscal year of the Association is from September 1 to August 31.

**ARTICLE VIII - INTEREST GROUPS**

Interest groups may be formed by members of the Association and may be recognized by the Board of Directors in accordance with guidelines adopted by the membership for this purpose.

**ARTICLE IX - ELECTIONS**

**Section 1:**

The Nominating Committee shall present its proposed slate of officers and committee convenors to the voting membership, in writing, at least two weeks before the annual meeting. Publication in NSLA News shall constitute written notification.

**Section 2:**

Additional nominations may be made from the floor provided that the written consent of the nominee has been received by the Secretary of the Association.

**Section 3:**

Officers and committee convenors shall be elected by a majority vote of the voting members at the annual meeting and shall hold office for a maximum of two years, except for the Treasurer, who shall have a two year term.

**Section 4:**

All officers and committee convenors and appointees to the Board of Directors must be members of the Association in good standing. No person may serve more than two consecutive years in the same office, or serve in more than one office at the same time. Convenors and officers should be chosen with a view to ensuring that all geographic areas of the province are represented on a rotating basis. Normally, an officer or committee convenor shall come from another geographic area than that of the immediately preceding incumbent. Geographic areas are to be taken to be the boundaries of existing regional libraries. For the purpose of committee assignment, Halifax City, Dartmouth, and Halifax County shall be considered to be one geographic region.

**Section 5: Financial Examiner**

At the annual general meeting of even numbered years, the membership shall elect for a two year term one of their members who is not a member of the Board of Directors of the

Association to examine and report on the completeness and accuracy of the financial records of the Association at the conclusion of the fiscal year. This report shall be made to each annual meeting before the financial statement is accepted. In exchange for examining the financial records, this member shall be entitled to free membership for two years, as well as free conference registration for a two year period.

**ARTICLE X - MEETINGS**

**Section 1:**

The Association shall hold at least one meeting annually that shall be the Annual General Meeting to be held between September 15 and October 30. No meeting may adjourn before the date(s) and location of the following meeting have been decided. Other meetings may be called if desired.

**Section 2:**

Special meetings may only be called by the President, by the Executive Committee, or by any member of the Board of Directors at the request of ten members. No business shall be transacted except that mentioned in the notice of call. Notification of the meeting must be sent to the membership at least ten days in advance of the meeting.

**ARTICLE XI - QUORUM**

**Section 1:**

At the annual general meeting, a quorum shall be those members present.

**Section 2:**

At all special meetings of the Association, a quorum shall be those members present.

**Section 3:**

At meetings of the Board of Directors, a majority of the Board of Directors constitutes a quorum.

**Section 4:**

At Executive committee meetings, a majority of the Executive Committee constitutes a quorum.

**ARTICLE XII - RESIGNATIONS AND VACANCIES**

**Section 1:**

Resignation from any elected or appointed position must be made in writing to the Executive Committee.

**Section 2:**

Vacancies occurring on the Executive Committee may be filled by a majority vote of the Executive Committee and must be ratified at the next regular meeting of the Board of Directors.

**Section 3:**

Vacancies occurring on the standing or special committees may be filled by the Executive Committee and must be ratified at the next regular meeting of the Board of Directors.

**Section 4:**

In the event of any other vacancies, the Nominating Committee will propose replacements for approval, by the Board of Directors.

**Section 5:**

Notification of any vacancies filled by the Executive Committee or the Board of Directors shall be published in or with the next issue of NSLA News.

**ARTICLE XIII - AMENDMENTS**

Amendments to these Bylaws may only be made by a Special Resolution which must be passed by not less than three-quarters of the members present at a meeting of the general membership. Notification in writing must be given to each voting member at least two weeks before the meeting at which the voting is to take place. Publication in the Association's newsletter, NSLA News, shall constitute such written notification, or notification could be made by NSLA discussion list.

**ARTICLE XIV - PARLIAMENTARY AUTHORITY**

The latest edition of Alice Sturgis' Standard Code of Parliamentary Procedure, when not in conflict with these bylaws, shall govern the proceedings of the Association.

**ARTICLE XV - STANDING ORDERS**

General or special meetings of the Association may authorize Standing Orders of the Association relative to any matter of procedure or organization of the Association not otherwise dealt with or inconsistent with the Societies Act (Province of Nova Scotia) or the Bylaws of the Association. Standing Orders may be implemented by ordinary motion or resolution and shall remain in force until expressly amended or repealed. Every motion or resolution to implement a standing order shall be expressly designated as such. The Standing Orders of the Association shall be consecutively numbered and copies of those in force from time to time shall be available to all members upon application to the Secretary.

**ARTICLE XVI - DISSOLUTION**

In the event of the winding up, or the dissolution of, the Association, the Board of Directors and/or the Trustees charged with the winding up or dissolution shall, after paying all debts and liabilities of the Association, distribute the remaining assets to such non-profit organizations in Canada as the Board or Trustees shall in absolute discretion decide.