



Alberta Association of Library Technicians

Technicians and Technology: Partners in Information

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Bylaws

PART 1

INTERPRETATION

1.01 Unless the context otherwise requires, in this bylaw and in any resolutions of the association passed pursuant hereto:

- a) the following terms shall have the meanings specified:
 - i) "**Act**" means the Societies Act, being Chapter S-18 of the Revised Statutes of Alberta, 1980, and amendments thereto, or any statute which may be substituted therefore;
 - ii) "**Annual General Meeting**" means an annual meeting of the members;
 - iii) "**Association**" means the Alberta Association of Library Technicians;
 - iv) "**Board**" means the Board of Directors;
 - v) "**Board of Directors**" means all the elected officers and directors of the Association;
 - vi) "**Director**" means a member of the Board of Directors;
 - vii) "**Executive Committee**" means the Chairs of the Administration, Communication and Professional Development Groups;
 - viii) "**Library Technician**" means a graduate of a library and information technology program offered by an accredited post-secondary institution;
 - ix) "**Library Technician Capacity**" means performing the duties of a Library Technician without being a graduate of a library and information technology program offered by an accredited post-secondary institution;
 - x) "**Meeting of Members**" means an Annual General Meeting of the members and/or a special meeting of the members and includes a meeting of any class of members;
 - xi) "**Officer**" means a member of the Executive Committee;
 - xii) "**Library Operations Assistants**" means a graduate of the Library Operations Assistant Certificate Program offered by the SAIT Polytechnic;
 - xiii) "**Term**" means one year for the positions of Conference Chair(s), Journal Editor(s), Marketing Chair(s), Member-at-Large, Membership Chair(s), Secretary, Treasurer, Web Site Chair(s), and two years for the position of President-Elect/President.
- b) terms that are also used in the Act shall have the meanings given to such terms in the Act; and
- c) words importing the masculine gender shall include the feminine and neuter gender; words importing persons shall include individuals, bodies corporate, partnerships, trusts and unincorporated organizations.

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PART II MEMBERS

- 2.01 Classes of Members.** There shall be the following categories of members of the Association:
- a) Personal Members.** Personal Members are persons who are:
 - i) graduates or students of a recognized library and information technology program from an accredited post-secondary institution.
 - ii) Library Operations Assistants (Library Operations Assistant Certificate Program Graduates)
 - iii) students of the Library Operations Assistant Certificate Program.
 - b) Associate Members.** Associate Members are persons who do not qualify as personal members but who have an interest in library technology or information management and in the Alberta Association of Library Technicians (AALT).
 - c) Honorary Members.** Honorary members are persons who have shown distinguished merit in the field of library technology or information management and have made an outstanding contribution to the development of library technicians. Included in this category are recipients of the Merle Harris Achievement Award and the AALT Advocacy Award.
 - d) Institutional Members.** Institutional members are libraries and persons who employ, or who have an interest in, library technicians.
 - e) Affiliate Members.** Affiliate members are library or records management related organizations who have a professional interest in library technology or information management or the Alberta Association of Library Technicians (AALT).
- 2.02** Notwithstanding the above criteria, persons who have been employed in a Library Technician capacity for at least five (5) years and who have been recognized as personal members prior to April 1994 shall continue to be eligible for personal membership.
- 2.03 Term of Admission of Members.** To qualify for membership in the Association, a prospective member must provide the Membership Committee with the information they require and the designated membership fee.
- 2.04. Members' Rights.** A person who is a member of the Association shall have the following rights:
- a) Personal Members.** Personal Members shall have the right to:
 - i) attend, observe, and, on invitation, participate in meetings of all component bodies of the Association, whenever attendance is not restricted;
 - ii) serve on committees;
 - iii) vote at any Meetings of Members attended;

- iv) hold Board positions;
 - v) receive all publications of the Association;
 - vi) receive discounts on registration fees for Association conventions, workshops, and other Association activities;
 - vii) receive any other benefits and services as the Association may establish.
 - viii) serve as a Board or President appointed representative on specific committees, projects, or initiatives.
- b) **Associate Members.** Associate Members shall have the right to:
- i) attend, observe, and, on invitation, participate (except to vote) in meetings of all component bodies of the Association whenever attendance is not restricted;
 - ii) serve on committees;
 - iii) receive all publications of the Association;
 - iv) receive discounts on registration fees for Association conventions, workshops, and other Association activities; but shall have no other rights.
 - v) serve as a Board or President appointed representative on specific committees, projects, or initiatives.
- c) **Honorary Members.** Honorary Members who are library technicians shall have all the rights and privileges of personal members. Honorary Members who are not library technicians shall have the right to:
- i) attend, observe, and, on invitation, participate (except to vote) in meetings of all component bodies of the Association whenever attendance is not restricted;
 - ii) receive all publications of the Association;
 - iii) access the Members Only section on the AALT website;
 - iv) serve as a Board or President appointed representative on specific committees, projects, or initiatives.
 - v) receive discounts on registration fees for Association conventions, workshops and other Association activities; but shall have no other rights.
- d) **Institutional Members.** Institutional Members shall have the right to:
- i) receive all publications of the Association;
 - ii) appoint one individual to attend, observe, and on invitation, participate (except to vote) in meetings of all component bodies of the Association whenever attendance is not restricted;
 - iii) serve on committees
 - iv) serve as a Board or President appointed representative on specific committees, projects, or initiatives.
 - v) appoint one individual to receive a discount on registration fees for Association conventions, workshops, and other Association activities; but shall have no other rights.
- e) **Affiliate Members.** Affiliate Members shall have the right to:
- i) allow their Chief Executive Officer or his representative to attend, observe, and on invitation, participate (including voting when reciprocal

- arrangements have been established) in meetings of all component bodies of the Association, when ever attendance is not restricted;
- ii) receive all publications of the Association;
 - iii) receive any other benefits and services as the Association may establish.
 - iv) serve as a Board or President appointed representative on specific committees, projects, or initiatives.

PART III

TERMINATION OF MEMBERSHIP

3.01 Memberships may be terminated by:

- a) a member withdrawing from membership in the Association by submitting his resignation in writing to the Membership Chair. The member shall be deemed to have withdrawn his membership on the date of receipt of the letter;
- b) failure by the member to renew his membership prior to fiscal year-end, December 31; a unanimous decision of the Board of Directors ratified by the membership at a Special Meeting held within 60 days. Should the Board decide to terminate a membership, this membership will be suspended without privileges until the ratification.

PART IV

MEETINGS OF MEMBERS

4.01 **Annual and Special Meetings.** There shall be the following meetings of members of the Association:

- a) **Annual General Meetings.** The Board of Directors shall call and at any place in Alberta convene an Annual General Meeting on or before June 30 in each year. The order of business of the Annual General Meeting shall be at the discretion of the President who shall act as chair, provided that, in general, business and reports relating to the preceding fiscal year shall precede the election of Directors.
- b) **Special Meetings.** If the President is petitioned in writing by 25% of the members entitled to vote, a Special Meeting must be called within 30 days of receiving the petition. The President or the Board of Directors, may at any time call and convene, by resolution, a Special Meeting of the Members entitled to attend these meetings.

4.02 **Notice of Meetings.** Written notice of meeting of members shall be given to each member entitled to attend the meeting not less than 21 days prior to the meeting. The accidental failure to give notice of a meeting of members to any member entitled thereto or any error in such notice not affecting the substance thereof shall not invalidate any action taken at the meeting.

4.03 **Persons Entitled to Vote.** Only Personal Members in good standing shall be entitled to vote at a meeting of members.

- 4.04 Quorum.** At all Special Meetings of members, a quorum for the transaction of business shall consist of at least 30 members entitled to vote. In the case of the Annual General Meeting to be held during the Annual Conference, a quorum shall consist of 40% of the eligible voters registered for the day of the Annual General Meeting.
- 4.05 Procedures.** Where no procedure is specifically provided for by the Act, the Bylaws of the Association, or by custom, the procedural authority shall be the most current edition of *Robert's Rules of Order*.

PART V

BOARD OF DIRECTORS

- 5.01 Governing Body.** The Association shall be governed by the Board of Directors. The Board is the legal entity charged with the management and responsibility for the Association subject to the Bylaws or directions given it by a majority vote at any Members' Meeting properly called and constituted. The Board shall appoint from its membership an Executive Committee who shall have all the power of the Board between meetings of the Board.
- 5.02 Composition.**
- a) **Board of Directors.** The Board of Directors shall consist of three groups: Administration, chaired by the President and including the Secretary, Treasurer and Membership Chair; Communications chaired by the President-Elect and including the chairs of the Journal, Marketing, and Web Site Committees; and Professional Development chaired by the Member-At-Large and consisting of the chairs of the Conference. The Board may also include a Grant MacEwan University and/or SAIT Polytechnic Library Technician Student Representative.
 - b) **Executive Committee.** The Executive Committee shall consist of the chairs of the Administration, Communication and Professional Development Groups - the President, President-Elect, and the Member-at-Large, who shall be referred to as Officers.
- 5.03 Duties of Directors.** The duties of the Directors shall consist of:
- a) **Officers:**
 - i) **President.** The **President's** duties shall include being the Chief Executive Officer of the Association charged with the general supervision of the affairs and business of the Association, presiding at all General Meetings of members and at meetings of the Board of Directors and the Executive Committee, and acting as the official representative of the Association or presented under the auspices of the Association. The President shall chair the Administration Group as well as be an ex-officio member of all standing committees. As the Chair of the Executive Committee, the President shall report the activities of the Administration Group to the Committee and shall report the activities of both the Administration Group and the Executive Committee to the Board.

- ii) **President-Elect.** The **President-Elect's** duties shall most importantly consist of acting in place of the President in his absence and assuming a support role in order to work closely with the President and thereby learn the duties of the position. In the event the President should be forced to resign for any reason, the President-Elect would then step into the role of the President. As Chair of the Communications Group, the President-Elect shall ensure that the members of the group communicate, coordinate, and develop a plan of action for the year. As an Officer of the Executive Committee, the President-Elect shall report the activities of the Communications Group to both the Committee and to the Board. As Chair of the Nominations Committee, the President-Elect shall canvas the membership for nominations for all Executive positions pursuant to the regulations laid out in article 5.04 a) Election of Directors.
 - iii) **Member-at-Large.** The Member-at-Large shall have responsibility to be available to other members of the Board for assistance or committee support. The Member-at-Large shall also have responsibility for the Mentor Program including all recruitment, publicity and correspondence relating to the program. As Chair of the Professional Development Group, the Member-at-Large shall ensure that the members of the group communicate, coordinate, and develop a plan of action for the year. As an Officer of the Executive Committee, the Member-at-Large shall report the activities of the Professional Development Group to both the Committee and to the Board.
- b) **Directors:**
 - i) **Conference Chair(s).** The Conference Chair(s) shall have duties consisting of coordinating the annual AALT Conference and chairing the Conference Committee. The Conference Chair(s) shall also be active on the Professional Development Group. Should there be two Conference Chairs, these Co-Chairs shall count as a single Director with only one vote on the Board.
 - ii) **Journal Editor(s).** The Journal Editor(s) duties shall be to produce, publish and distribute the AALT Technician at least four times a year. It is the responsibility of the Journal Editor(s) to chair the Journal Committee and to ensure the AALT Technician maintains a standard consistent with the mandate and philosophy of the Association. The Journal Editor(s) shall also be an active member of the Communication Group.
 - iii) **Marketing Chair(s).** The Marketing Chair(s) duties shall include chairing the Marketing Standing Committee and the coordination and organization of the Association's participation in Career Fairs and Conferences. Duties will also include preparing and distributing promotional materials such as press releases to educational institutions, the media, and the Web Page that the Association maintains on the Internet. Promotional merchandise that bears the Association name or logo is to be ordered by the Marketing

Chair(s) to be offered for sale at appropriate venues. In addition, the Marketing Chair(s) shall have such powers and duties as may be assigned by the Board of Directors or by the President. The Marketing Chair(s) shall also be an active member of the Communications Group.

- iv) **Membership Chair(s).** The Membership Chair(s) will assume responsibility for maintenance of the membership database and the production of the annual membership directory and the bi-annual employment survey. The Membership Chair(s) shall also be an active member of the Administration Group.
 - v) **Secretary.** The Secretary's duties shall include the distribution of information to members, Directors, and to liaison organizations. The Secretary shall attend all Special and General meetings of the members and of the Board of Directors and from these meetings prepare the minutes of proceedings. The Secretary is responsible for submitting the required documents to the registered office of the Association. In addition, the Secretary shall coordinate input into the Executive Handbook, and look after its distribution. The Secretary is also responsible for the Association's Archives. The Secretary shall also be an active member of the Administration Group. The Secretary of AALT is also the association's Privacy Officer.
 - vi) **Treasurer.** The Treasurer's duties shall include being responsible for the budget and disbursements of the funds, the preparation of a budget and the safekeeping of the securities of the Association. The Treasurer shall present the full account of receipts and disbursements to the Board of Directors whenever requested and shall, in preparation for the Annual General Meeting, present to the auditor all the financial records duly itemized. A full itemized financial statement shall be printed in the *AALT Technician* following the audit and a copy of the latest statement is to be distributed as part of the Conference Package. The Treasurer will turn over all records, properly audited, to the new Treasurer. The Treasurer shall also be an active member of the Administration Group.
 - vii) **Web Site Chair(s).** The Web Site Chair(s) has the responsibility to work closely with both the Journal Editor(s) and the Marketing Chair(s) to ensure that the information on the web site is current. Duties of the Web Site Chair(s) shall include responsibility for web site advertisement, maintenance and development. The Web Site Chair(s) shall also be an active member of the Communications Group.
- c) **MacEwan and/or SAIT Polytechnic Student Representatives.** The MacEwan and/or SAIT Polytechnic Student Representatives shall represent to the Board of Directors the library technician students at their respective institutions. Their duties may include distributing promotional materials and AALT information, soliciting memberships, submitting reports for the Board meetings, journals and for the Annual General Meeting, and to bring to the attention of the Board any issues,

needs or concerns that the students may have, or any changes in the programs that the association should be made aware of. The Student Representatives may also participate on any of the three Board groups.

5.04 Election of Directors: Election of Directors. At every Annual General Meeting, the members entitled to vote at such meetings shall elect, from the Personal Members, the Directors for the Association.

- a) **Nominations.** Directors of the Association shall be elected from those names submitted by the Nominations Committee as persons willing to be elected and from names nominated from the floor at the Annual General Meeting, provided that all candidates so named have consented to their candidacy.
- b) **Voting.** In all cases, voting for the nominees shall be conducted by ballot.
- c) **Term.** The Directors elected shall hold office until the next Annual General meeting, excepting the President-Elect/President whose position is considered one term over a two-year period. At any Annual General Meeting, every retiring Director shall, if qualified, be eligible for re-election except that no Director shall be eligible to hold office for more than two consecutive terms in the same Board position with the exception of the Treasurer and Web Site Director(s) whose terms may be extended at the discretion of the AALT Board of Directors.

When a Director is elected to fill a vacancy according to Article 5.05, the remainder of that term is not counted when calculating the "two consecutive terms."

5.05 Director Vacancies. The Board of Directors shall consist of twelve Directors. If at any time between Annual General Meetings there are fewer than eleven Directors due to:

- a) a Director dying or resigning;
- b) a Director no longer qualifying as a Personal Member; or a resolution for the removal of a Director, the remaining Directors, or the members at a Special Meeting (whoever meet first), shall elect a replacement from the Membership, giving special notice to those members, who during the previous elections, demonstrated willingness to hold a Board position. A Director may be removed from the Board by a unanimous vote of all remaining Directors of the Board upon the presentation of a resolution stating just cause. Should a Director be removed from the Board, this former Director is suspended from holding an elected Board position for a period of five years following the date of the suspension.

5.06 Board of Directors Meetings.

- a) **Quorum.** A meeting consisting of seven members of the Board of Directors shall constitute a quorum for any meeting of that Board.
- b) **Calling of a Meeting.** A minimum of four meetings of the Board shall be held between consecutive Annual General Meetings and may be held at any time upon call by the President at such place as the President may determine. Should the President fail to call the minimum number of meetings, the remaining Directors may, by resolution, call and convene the remaining meetings required.

- c) **Notice.** Notice of every meeting shall be given to each Director at least five days prior to the meeting with exception of the Board meeting immediately following the Annual General Meeting or the election of Directors. The accidental failure to give notice of a Board Meeting to a Director or any error in such notice not affecting the substance thereof shall not invalidate any action taken at the meeting.
- d) **Electronic Meetings.** The President may conduct meetings via electronic means should the need arise provided that:
 - i) Directors are given sufficient advance notice of the meeting and if there is a quorum.
- e) **Conducting Business Electronically.** The Directors may conduct business via electronic means provided that:
 - i) quorum participates in the discussion,
 - ii) such action be noted in a special memo placed in the minute book and shall be reported in the minutes of the next meeting.

5.07 Executive Committee Meetings.

- a) **Quorum.** At any meeting of the Executive Committee, two Officers shall constitute a quorum.
- b) **Frequency.** The Executive Committee shall have frequent regular meetings, besides special meetings in emergencies, either in person or by electronic means.

5.08 Remuneration. No Director shall be entitled to receive remuneration for his services. However, Directors shall be reimbursed for reasonable expenses incurred while performing the duties of a director in accordance with the Reimbursement of Expenses policy of the Association.

5.09 Special Appointments. The Board of Directors may from time to time appoint specific members to carry out duties of a continuing nature that serve to promote the long-term interests of the Association. Special Appointees shall:

- a) report to the Board and the President on a regular basis;
- b) submit to the Treasurer an outline of proposed funding required for the length of the project

PART VI

COMMITTEES

6.01 Standing Committees. Standing Committees consisting of Administration, Communication, Conference, Executive, Journal, Marketing, Membership, Professional Development, School Libraries, Treasurer, and Web Site should have at least two (2) members in addition to the Chair.

6.02 Special Committees. Special Committees are those that are necessary to prepare for the Annual General Meeting. These committees shall include a Nominations Committee and may include a Bylaws Committee. All Special Committees should have at least two (2) members in addition to the Chair.

- 6.03 Ad Hoc Committees.** The Board of Directors may appoint Ad Hoc Committees for specific purposes. All Ad Hoc Committees are dissolved upon completion of their duties.

PART VII

FINANCE

- 7.01 Fiscal Year.** The Fiscal year of the Association shall end on December 31, in every calendar year.
- 7.02 Membership Year.** The Membership year of the Association shall run from January 1 to December 31 inclusively in every calendar year.
- 7.03 Borrowing Powers.** For the purposes of carrying out its objectives, the Association may borrow or raise or secure the payment of monies in such manner, as it thinks fit and in particular by the issue of debentures. This power shall be exercised only under the authority of the By-laws of the Association and in no case shall debentures be issued without sanction of a special resolution of the Association.
- 7.04 Fiscal Liability.** All Directors shall sign a standard director's liability form prior to receiving any equipment or monies belonging to the association.
- 7.05 Audit.** All financial records of the Association shall be audited by a qualified auditor as soon as is practically possible after fiscal year end and at any other time that an audit is deemed necessary.
- 7.06 Membership Fees.** Each year the Board of Directors shall review the current membership fee structure and present any amendments to it at the next Annual General Meeting. If the amendments are approved, they will come into effect following membership year.

PART VIII

EXECUTION OF DOCUMENTS

- 8.01 Seal.** The seal of the Association shall be in such form as shall be prescribed by law with the name "Alberta Association of Library Technicians" imprinted thereon. It shall be kept at the registered office of the Association. Whenever used, the signature of a Director shall authenticate it.

PART IX

INSPECTION OF BOOKS

- 9.01** Association shall keep:
- a) a membership directory;

- b) minutes of all members meetings and Board of Directors meetings, minutes or progress reports from other Committee meetings; and
- c) sufficient accounting records to ascertain quarterly with reasonable accuracy the financial position of the Association.

9.02 Books and records of the Association may be inspected by any member of the Association at the Annual General Meeting provided for herein or with one week's written notice to the Association's registered office.

PART X

DISSOLUTION

10.01 In the event of the dissolution of the Alberta Association of Library Technicians, the Board of Directors in charge of the dissolution shall, after paying all debts and liabilities of the Association, distribute all remaining assets to such non-profit organizations as the Board of Directors in its discretion decides.

PART XI

AMENDMENT OF BY-LAWS

11.01 By-laws of the Association may be rescinded, altered or added to only by a Special Resolution. Proposed amendments shall be submitted in writing to the President not less than 60 days before Annual General Meeting. Where proposed amendments are ruled illegitimate or contrary to the Act, the sponsors of the amendment shall be duly notified in writing by the President.