

## **Constitution**

### **Name**

1. This section of the British Columbia Library Association shall be named the Library Technicians' and Assistants' Section, hereafter referred to as LTAS.

### **Purpose**

2. LTAS shall serve library technicians library support staff, and other information paraprofessionals, and students and graduates of library and information technology diploma programs.
3. The purpose of LTAS is:
  - 3.1 to provide a forum for the exchange of ideas and concerns, among library technicians and library assistants.
  - 3.2 to represent the common interest of library technicians and library assistants
  - 3.3 to coordinate educational and networking activities for its members
  - 3.4 to utilize online networking tools to raise awareness of LTAS, and to update its members on the activities of LTAS
  - 3.5 act as a liaison with relevant institutions and organizations on behalf of its membership.
4. LTAS shall
  - a) submit an annual report by March 31 of every year;
  - b) have no less than ten members of British Columbia Library Association in good standing. A list of British Columbia Library Association members that support the LTAIG must be submitted annually by March 30 to the Office Manager.

## **By-Laws**

### **1. Interpretation**

In these By-Laws and like other by-laws of the Association, unless the context otherwise requires, words importing the feminine gender shall include the masculine gender as the case may be and vice versa.

### **2. Members**

- 2.1 All members of LTAS shall also be members of the British Columbia Library Association of good standing.
- 2.2 LTAS shall

### **3. Executive Committee**

- 3.1 The Executive Committee for the section shall consist of the Officers of the Section as well as a member-at-large.

- 3.2 The Officers of the Section shall be the Chair, Recording Secretary, Treasurer, Communications Coordinator and Professional Development Coordinator.
- 3.3 All members of the Executive Committee, whether elected or appointed, shall be eligible to vote. Ex-officio members do not have a vote.
- 3.4 The Executive Committee shall have frequent meetings either in person or by electronic means.

#### **4. Terms of Office**

- 4.1 All members of the Executive, and all positions within the section shall be a two-year term.
- 4.2 The members of the Executive shall hold office until March 31 each year, or until their successors are elected or appointed, whichever is the later date.
- 4.3 A retiring member of the Executive shall be eligible for re-election.
- 4.4 Any person ceasing to be a member in good standing of BCLA shall also cease to be an Officer of the Executive.
- 4.5 The office of an Officer shall be declared vacant upon:
  - a) written notice of resignation delivered to the Executive Committee;
  - b) the effective date of a special resolution for removal from office passed by three-quarters (3/4) vote of those present at a meeting of the Section;
  - c) the death of such Officer.
- 4.6 The Executive Committee may fill vacancies in the Executive Committee by appointment, such appointees to act until the next Annual General Meeting.

#### **5. Election of Chair and Officers**

- 5.1 Membership of the Executive Committee of the Section shall be elected from those names submitted to 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.
- 5.2 The Nominations Committee shall be formed at least 2 months prior to the Annual General Meeting.
- 5.3 In all cases, voting for the nominees shall be conducted by ballot.

#### **6. Duties of Officers**

- 6.1 The Chair will be responsible for liaising with the Board of Directors and will submit an annual report of the Section's activities to the Board of Directors at the request of the Executive Director, and before the Annual General Meeting. The Chair shall stand as a member of BCLA's Board of Directors. Her duties shall also include:
  - a) maintaining a list of members to be submitted to the Office Manager by March 30 of every year
  - b) keeping track of policies and of the Terms of Reference
  - c) assuming responsibility for correspondence
- 6.2 The responsibilities of the Recording Secretary include, but are not limited to:

- a) operating machinery associated with the operation of meetings
- b) taking minutes
- c) preparing meeting agendas
- 6.3 The responsibilities of the Treasurer include, but are not limited to:
  - a) keeping the financial records
  - b) rendering financial statements to the Executive, other members, the BCLA Board of Directors when required
- 6.4 The responsibilities of the Communications Coordinator include, but are not limited to:
  - a) Coordinating the activities of the Communications Committee which may include, but are not limited to: the website, blog, list-serv, facebook and twitter accounts, and other social networking memberships, and other marketing activities.
- 6.5 The responsibilities of the Professional Development Coordinator include, but are not limited to:
  - a) Coordinating the activities of the Professional Development Committee which may include, but are not limited to: the mentorship program, the conference sub-committee, and programming the Section runs.

## **7. Regional Chapters**

- 7.1 LTAS may establish regional Chapters. Every Chapter shall have one member in the position of Chapter coordinator, and one person acting as recording secretary.

## **8. Committees**

- 8.1 Standing Committees, such as the Communications and Professional Development Committees shall consist of at least two members. Sub-committees of the Standing Committees shall be formed as required.
- 8.2 Special Committees are those necessary for preparing for an Annual General Meeting. These committees will include a Nominations Committee and may include a By-laws Committee. They shall consist of at least two members.
- 8.3 Other committees may be appointed for special purposes to be dissolved upon the completion of their duties.

## **9. General Meetings**

- 9.1 The Annual General Meeting of the Section shall be held at such time and place as the Executive Committee may determine.
- 9.2 The Executive Committee shall give notice of the time and place of the Annual General Meeting to all members at least one month prior to the meeting. If any Annual General Meeting duly called must be cancelled or being assembled fails to achieve a quorum, the Board of Directors may shorten the period of notice for a subsequent Annual General Meeting to 14 days.
- 9.3 General meetings of the Section may be called at any time at the instance of the Executive Committee, either upon their own initiative or upon the request in writing of ten (10%) per cent or more members of the Section provided that fourteen (14) days' notice of such General Meeting shall be sent to each member of the Association at her registered address, specifying the purpose of the meeting.
- 9.4 The order of business at all meetings shall be arranged by the Chair(s), in conjunction with the Executive Committee.

- 9.5 A quorum at General Meetings of the Section shall be ten (10%) per cent of the members in good standing who are present, but never less than three (3) members.
- 9.6 The Chair, or in her absence any member who may be chosen by a majority of members present by a show of hands, shall preside at all meetings of the Section.
- 9.7 The Chair shall decide all questions of order.
- 9.8 The rules in Robert's Rules of Order, most recent edition, shall govern in all cases where they do not conflict with the By-Laws of the Association or the Society Act, R.S.B.C. 1996, c. 433 and amendments thereto.

#### **10. Voting**

- 10.1 Members in good standing, or the appointed representatives of institutional members in good standing, shall be entitled to vote at a General meeting, either in person or by proxy.
- 10.2 An instrument appointing a proxy holder, whether for a specified meeting or otherwise, shall be in the form set in the BCLA By-laws.

#### **11. Finance**

- 11.2 All payments to be made by the Section shall be by cheque signed by two members of the Executive Committee.
- 11.3 The Executive Committee shall appoint annually an auditor who shall examine the accounts of the Section and prepare a financial statement to be forwarded by the Executive Director to the Registrar of Companies within thirty (30) days after the Annual General Meeting.
- 11.4 Upon ten (10) days notice by a member to the Chair, the books and records of the Section shall be made available for inspection at a place and time mutually agreed upon by the Executive Committee and the member.
- 11.5 Only authority of a resolution in General Meeting shall exercise the borrowing powers of the Section. No debenture shall be issued without the sanction of Special Resolution.

#### **12. Affiliation**

- 12.1 The Section may affiliate with another organization having similar purposes.

#### **13. Dissolution**

- 13.1 The BCLA Board of Directors may dissolve LTAS if it fails to maintain a membership of at least (10%) of the members of the Association or fails to uphold its Constitution and By-Laws.

#### **14. Amendments to the Constitution and By-laws**

- 14.1 Amendments to the Constitution or By-Laws shall be by Special Resolution of the Section. Notice of motion of a Special Resolution shall be given in writing to all members at least fourteen (14) days before the General Meeting at which it will be presented. It must be passed by a three-quarter (3/4) majority of those present at the General Meeting. As well, any Amendments to the Constitution and By-Laws must be submitted to, and receive approval of, the Board of Directors before coming into force.