

## **ATLANTIC PROVINCES LIBRARY ASSOCIATION STANDING ORDERS**

### **Standing Order 1: General Administration**

1.01 The ordinary general meeting of APLA will be held in May unless otherwise decided by the Executive in a particular year.

1.02 A parliamentarian shall be appointed by the President of the Atlantic Provinces Library Association and shall be seated on the right of the President to render service as required at general meetings.

1.03 A majority shall constitute a quorum of the Executive.

1.04 Guidelines shall be established for all officers and conveners so that there may be uniformity in their reporting.

1.05 Resolutions at ordinary general meetings of APLA shall be submitted to the Resolutions Committee in either of the official languages; Resolutions shall be presented to the ordinary general meeting in English; if asked for, a free translation of resolutions into French will be given orally from the floor by a French-speaking member of the committee; and Resolutions shall be printed in their final form in the APLA Bulletin in both English and French.

1.06 Resolutions shall be framed only in connection with contentious matters or questions of policy.

1.07 A statistical membership report shall be given at every conference and published as part of the conference minutes and proceedings. Such a report should give statistics of types of membership and the income from each, geographical distribution, a report of new members, etc.

1.08 The Atlantic Provinces Library Association shall deposit its records with Acadia University Archives in accordance with agreements negotiated between Nova Scotia Archives and Records Management, Acadia University Archives and the Executive of the Association.

1.09 When the Executive makes, varies or repeals any Standing Order under Article 82(n) of the Articles of Association, such action shall be communicated to the membership as soon as possible after the action; and shall be presented at the next ordinary general meeting for confirmation or rejection.

### **Standing Order 2: Membership Fees**

2.01 To remain in good standing, members must pay fees within three months of the expiration of their membership. Memberships expire 12 months from the end of the month in which the Vice President (Membership) receives the initial membership form.

2.02 The fees shall be:

- a) Library support staff: \$25.00
- b) Students: Free
- c) Unwaged: \$25.00
- d) Trustees: \$25.00
- e) Librarians: \$55.00
- f) Life Members: \$ 500.00
- g) Institutional members: \$ 125.00
- h) Honorary life members: No Fee
- i) Retired: \$25
- j) Joint APLA/NSLA Librarian: \$65
- k) Joint APLA/NSLA Support Staff: \$35
- l) Joint APLA/NLLA Librarian: \$65
- m) Joint APLA/NLLA Support Staff: \$30
- n) Joint APLA/NLLA Retired: \$30
- o) Joint APLA/APLNB: \$70
- p) Joint APLA/NSALT: \$35

2.03 The annual fees may be revised only by majority vote at an ordinary general meeting.

2.04 Honorary life members shall pay no dues but shall retain full voting privileges.

2.05 Joint Memberships in APLA and other library associations may be negotiated, such memberships resulting in a variation from, and alteration of the fees specified in Standing Order 2.02.

### **Standing Order 3: Financial Affairs**

3.01 The membership shall be kept informed of the financial status of the Association, e.g. following Executive meetings.

3.02 Any expenditure in excess of the budgeted amount shall require the approval of a majority of the Executive.

3.03 A standard format shall be developed for the financial report to make possible meaningful comparison between reports.

3.04 The Financial Examiner shall be included on the distribution list for minutes of all Executive meetings.

3.05 The Executive shall set an amount annually to support the attendance at Fall and Spring (2) Executive meetings of the officers, the Secretary and one Editor of the Bulletin. APLA will pay the expenses of the Association's President for the APLA conference at which he or she presides.

3.06 Contingent on available funding, APLA will fund delegate(s) from the Executive to attend “The Partnership” meetings. Funding will include travel, accommodations, and meals.

3.07 Expenses may be paid to the Association's official delegate(s) to meetings of other organizations with which the Association has official affiliation.

3.08 The expenditures under the APLA Memorial Awards Fund shall be limited to the annual interest from the Fund and no more than ten percent of the principal.

3.09 Up to one thousand dollars (\$1,000.00) of any annual operating surplus may be transferred to the principal of the APLA Memorial Awards Fund. Such transfer shall be on a motion of the Executive and shall be identified in the annual financial statement as being pursuant to this standing order.

3.10 Records of the APLA Memorial Awards Fund and the Carin Alma E. Somers Scholarship Trust Fund shall be examined by the Financial Examiner annually.

3.11 APLA shall establish a First Timers Conference Grant to be funded from the interest generated by the investment of the net revenues from the 1991 conference and this First Timers Conference Grant shall be administered by the Finance Committee. The investments generating the First Timers Grant shall be placed in a secure investment vehicle which protects the capital and achieves the highest available interest rate.

3.12 APLA members in good standing will receive a preferential rate for any APLA conference, workshop or function for which a charge is levied. Student members will receive an additional preferential rate.

3.13 The registration fee for each conference shall be set at a realistic amount based on projected attendance and expenses (such as expenses of speakers), so that each conference can be self-supporting.

3.14 A separate report shall be made for each conference and appended to the main report and conference receipts and expenditures shall be shown only as totals in the annual financial report.

3.15 Should a surplus be generated from the annual conference, it shall be distributed as follows:  
(1) 50 percent will go to general revenue;  
(2) 50 percent may be used to maintain the health of the APLA Memorial Awards Fund and/or the First Timers Grant Fund and/or general revenue with the division to be based on the recommendation of the Finance Committee and approval of the Executive.

The Executive shall report to the membership on the distribution of any surplus realized by the annual conference.

#### **Standing Order 4: Committees (General)**

4.01 The Executive shall examine the terms of reference of all committees, making sure that explicit

terms of reference are made available to committee conveners and members.

4.02 Terms of reference shall be set forth at the time of appointment for all standing and ad hoc committees.

4.03 Conveners of all committees shall have the power to co-opt.

4.04 The principle of representation from each province on committees and interest groups shall apply except where such division of the membership by distance will hinder the effectiveness of the committee or interest group. After three years the convenuehip of each committee and interest group will normally rotate to another province.

4.05 The President shall be an ex-officio member of all committees.

4.06 All conveners of committees and interest groups shall receive notice and agenda for Executive meetings; may attend Executive meetings as observers; may report on activity of their committee or interest group in person to Executive meetings; and shall receive minutes of Executive meetings.

4.07 The conveners of each committee and interest group shall prepare a report to the Vice President/President-Elect, by the deadline for the pre-conference issue of the APLA Bulletin with the exception of the Nominations and Elections Committee which shall report at least one month prior to the ordinary general meeting.

4.08 All files and records of each committee and interest group shall be conveyed to the incoming convener within 30 days of the ordinary general meeting.

4.09 All special committees shall be discharged at the conclusion of the next ordinary meeting with the exception of those whose mandate was established by the Executive or those whose mandate is specifically extended by that meeting.

## **Standing Order 5: Executive Committees**

### 5.01 Finance Committee

Membership: The membership of this committee shall consist of the President, the Vice-President/President-Elect and the Treasurer.

Terms of reference:

- to work with the Treasurer in preparing the annual budget estimates for final approval of the Executive
- to monitor and make recommendations to the Executive with regard to the structure and quality of the financial and membership records of the Association
- to annually make recommendations at the Winter Executive meeting concerning the membership and subscription fees for the succeeding year
- to serve as trustees and administer the APLA Memorial Awards Fund and submit a detailed financial statement at the conclusion of the fiscal year

- to serve as trustees and administer the Carin Alma E. Somers Scholarship Trust Fund and submit a detailed financial statement at the conclusion of the fiscal year.

#### 5.02 Committee on Committees and Interest Groups

Membership: The Vice President/President-Elect shall be the convener.

Terms of reference:

- to recommend as necessary to the Executive and the Association formation of new committees and interest groups
- to prepare terms of reference for those committees and interest groups if established
- to appoint conveners to committees and interest groups when necessary and members to serve on those committees
- to recommend when necessary the dissolution of standing committees and interest groups

#### 5.03 Committee on Aims and Objectives

Membership: The convener shall be the Vice-President/President-Elect with the vice-presidents as members.

Terms of reference:

- to regularly consider the aims and objectives and the program of the Association with a view to recommending developments or changes in either

#### 5.04 Membership Committee

Membership: The convener shall be the Vice-President for Membership with the provincial Vice-Presidents, Treasurer and Vice-President/President-Elect as members. Corresponding members may be appointed from all appropriate regions of the Atlantic Provinces.

Terms of reference:

- to recruit prospective APLA members
- to report membership statistics

#### 5.05 Nominations and Elections Committee

Terms of reference:

- Prior to each ordinary general meeting of the Association, the Executive shall appoint a
- Committee on Nominations and Elections of three members to assure that there are normally at least two candidates for each elective office.
- The convener shall normally be the immediate past-president. No member of the committee shall be eligible for nomination.
- The committee shall call for nominations for all vacancies in January of each year.
- Nominations shall close on the last day of February.
- Any member may nominate any other member for elective office. Every person nominated

shall be a member in good standing of the Association and shall file a letter of acceptance with the Secretary of the Association.

- The committee shall normally conduct a ballot in a format determined by the Executive within two weeks of the close of nominations. The results of the election shall be reported in writing to the Secretary for announcement at the ordinary general meeting.
- The Nominations and Elections Committee shall announce only the names of the successful candidates for APLA office at the OGM and not the number of votes cast for each candidate.

#### 5.06 Bulletin Management Board

Membership: The conveners shall be the Co-Editors. The members shall be the Co-Editors of the Bulletin, Communications and Public Relations Committee Convenor(s) and the Provincial Vice-Presidents.

Terms of reference:

- to arrange for the publication of the APLA Bulletin with a special concern for:
  - promptness of publication
  - format
  - adequacy of distribution
- to solicit material for inclusion in the APLA Bulletin
- to recommend to the Executive the appointment of the Co-Editors of the Bulletin with the terms being staggered so at least one Co-Editor has a year of experience.

#### 5.07 Carin Alma E. Somers Scholarship Committee

Membership: The convener shall be the Vice-President/President-Elect, with the Provincial Vice-Presidents as members.

Terms of reference:

- to solicit applications for the Carin Alma E. Somers Scholarship from Canadian citizens who are residents of the Atlantic Provinces and require financial assistance to undertake or complete the academic requirements leading to the professional library degree. Applicants shall have been accepted as candidates for the degree at the time of application
- to select the winner from among the applications received
- to announce the winner of the award at the ordinary general meeting of the Association

### **Standing Order 6: Standing Committees**

#### 6.01 Resolutions Committee

Membership: Membership shall be two to four members attending the ordinary general meeting. The membership should include persons fluent in the official languages.

Terms of reference:

- to receive all resolutions for presentation at the ordinary general meeting
- to assure all redundancies and ultra-vires matters are deleted
- to present all resolutions in writing to the ordinary general meeting
- to arrange for publication of all resolutions in both official languages

#### 6.02 APLA Memorial Awards Committee

Membership: The Committee shall consist of four members, one convener and the President (ex-officio). Convener and members may serve up to three years on the Committee.

Terms of reference:

- to solicit applications to the APLA Memorial Awards Fund
- to encourage donations to the APLA Memorial Awards Fund
- to select the award recipients

#### 6.03 Communications and Public Relations Committee

Membership: The convener shall be appointed by the Committee on Committees and Interest Groups for a two-year term. Membership shall include the following: APLA President, APLA listserv postmaster, Vice- President for Membership, Co-editors of the APLA Bulletin, webpage editor, and convener of the Francophone Interest Group. The committee may include other members.

Terms of reference:

- to publicize and promote the aims and activities of APLA to libraries and other related organizations and to the general public of the Atlantic Provinces
- as a primary objective, to promote communication among members and to make the committee visible to all members of the Association
- to maintain the APLA listserv
- to maintain the APLA website
- to edit the APLA Membership Directory
- to assist the Bulletin Management Board as necessary in order to ensure the continuance of the APLA Bulletin as the publication of the Association
- to organize a session at each annual conference to increase the visibility of the committee and communication among APLA members
- to provide at least one topical article a year on its activities, to be published in the APLA Bulletin

#### 6.04 Continuing Education Committee

Membership: The Committee shall include the Chair, the APLA President and Vice President/President Elect, as well as a minimum of three additional members. These members shall represent various types of libraries. Members may serve up to three years.

Terms of reference:

1. To identify continuing education needs and opportunities within the region;
2. To develop continuing education content in response to identified needs;
3. To liaise with the Partnership's National Continuing Education Committee and collaborate in the joint development of high quality continuing education programs;
4. To work with the Partnership's Education Institute in the planning of content offerings, including Atlantic content;
5. To publicize continuing education opportunities and promote the Partnership's Education Institute through the APLA website, Bulletin and listserv;
6. To solicit articles on the subject of continuing education for the APLA Bulletin; and
7. To contribute ideas and coordinate sessions for the APLA Conference.

#### 6.05 Grow a Library Fund Committee

Membership: The Committee shall include the APLA President and Treasurer and up to 8 additional members.

Terms of reference:

- to fundraise through various events and activities for the fund
- to determine by majority what percentage of the funds are allocated each year
- to determine by majority what project(s) are selected to be funded each year

#### 6.06 Advocacy Committee:

Membership: The Committee shall include the Chair, as well as four other members from the different library sectors. At least one of these members shall be francophone, to ensure that important issues for francophone libraries are not overlooked. The APLA President and VP/President Elect will be ex officio members. Members may serve up to three years.

Terms of reference:

- to monitor developments in libraries and librarianship, both regionally and nationally, and identify key issues
- to research and compile background information on these issues, as needed
- to advise the APLA Executive on possible actions to be taken on emerging issues
- to develop advocacy tools for use by APLA members
- to facilitate training for effective advocacy; and
- To collaborate with other organizations (e.g. CLA, The Partnership, other regional associations) to increase the reach and impact of advocacy efforts.

### **Standing Order 7: Interest Groups**

7.01 To establish an interest group, a minimum of six APLA members in good standing are required to petition the Committee on Committees and Interest Groups.



7.02 A list of current interest groups will be published on the APLA website.

### **Standing Order 8: APLA Bulletin and other publications**

8.01 All publications, proceedings, and communications emanating from APLA shall be expressed using respectful language.

8.02 The format of the APLA Bulletin shall be determined by the Bulletin Management Board; the frequency shall be 4 times a year; the contents shall include, but are not limited to, news, articles, items of regional interest and book and media reviews; and for the benefit of serials librarians everywhere the APLA Bulletin shall not change its title.

8.03 The minutes of the previous ordinary general meeting and reports from committees, interest groups and Executive members for the current year shall be published in the pre-conference issue of the APLA Bulletin and the resolutions from ordinary general meetings shall be published in the APLA Bulletin following the meeting.

### **Standing Order 9: Association Activities and Relations with Other Organizations**

9.01 The Atlantic Provinces Library Association shall be an institutional member of the Canadian Library Association and I'ASTED.

9.02 The Atlantic Provinces Library Association shall adopt the Canadian Library Association's Statement on Intellectual Freedom (ratified at the CLA Annual Conference in June 1974, and amended in June 1983) as its standard in all situations where these freedoms are threatened.

9.03 Whenever there occur in the Atlantic Provinces instances of censorship which violate the Canadian Library Association's Statement on Intellectual Freedom, the APLA Executive shall take positive and appropriate action as required.

9.04 Memberships and corresponding fees in other associations shall be evaluated annually on the basis of: a) value of membership, and b) value of the association.

9.05 APLA shall support the establishment in principle of bursaries, prizes and scholarships to be awarded to the students at the Dalhousie University School of Library and Information Studies.

9.06 APLA shall donate a prize to be known as The Atlantic Provinces Library Association prize, to be awarded to:

- a) the outstanding student at the Dalhousie School of Library and Information Studies as chosen by the faculty of the School; and
- b) the outstanding student in the Library and Information Technology Program of the Nova Scotia Community College as chosen by the faculty of the Program at the College.

The amount shall be five hundred dollars (\$500.00) to be given to one student at each institution. A certificate of recognition will be given to the winners by APLA and recognition provided in the APLA

Bulletin. The student award winners shall each receive a one-year membership to APLA.

9.07 APLA shall expand its efforts to bring continuing education opportunities to library employees and trustees throughout the regions, and to publicize further the availability of APLA funding for regional programs.

9.08 The APLA Merit Award shall be awarded in accordance with the following guidelines, as approved at the 1977 Annual General Meeting and amended at the May 27, 1999 Executive meeting and the April 17-18, 2004 Executive meeting.

Name: Atlantic Provinces Library Association Merit Award

Terms of the Award:

1. The award honours an individual who has made an outstanding contribution to library services in the Atlantic Provinces.
2. Some of the contributions that might be considered in selecting a person for this award are:
  - a) leadership in library associations at the local, regional and provincial levels;
  - b) contributions to the development, application and utilization of library services and library systems;
  - c) significant contribution to library literature.
3. Normally only one award shall be given in each year.

Form of the Award:

1. At the annual conference, the award winner will be presented with:
  - a) An Atlantic pewter goblet handmade by a pewter smith, decorated with the Arms of the Province in which the presentation takes place and inscribed on one side with the name of the winner, the award, and the date. The goblets (7 oz., shiny finish) are purchased from Aitken Pewter, Fredericton, NB and are patterned on a design originally produced by Dr. Ian Crowell, Canada's first pewterer.
  - b) A certificate (blank certificates are held by the past-president)
  - c) Life membership in the Atlantic Provinces Library Association
2. A typescript of the presenter's remarks shall be given to the recipient.

Procedures:

1. The Past-President shall be responsible for organizing the procedure for selecting an award winner and for presenting the award.
2. Nominations for the award shall be solicited through an advertisement in the September/October issue of the APLA Bulletin.
3. Names of persons previously nominated but not chosen may be resubmitted.
4. The deadline for nominations shall be March 31.
5. Each recommendation for an award must be accompanied by documentation of the nominee's achievements.
6. The executive shall act as a jury to select an award winner from among those nominated by members of the Association.

7. An award need not be made if, in the opinion of the executive, no sufficiently outstanding nominee has been recommended.
8. The award shall be presented at the Association's annual conference.
9. The transcript of the presentation remarks shall be published in the APLA Bulletin.

**Revisions**

Last revised August, 2016 based on changes ratified at the 2016 Ordinary General Meeting