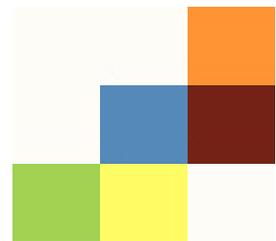


APLA

President Orientation Handbook



OBJECTIVES OF THE ASSOCIATION

The legal objectives of the Association are outlined in the "Memorandum of Association" as follows:

1. To promote library and information service throughout the Provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador;
2. To serve the interests of all who work in the region's libraries and to serve as a focal point for all those who are interested in library and information services in the Atlantic Provinces;
3. To cooperate with library associations and other organizations on matters of mutual concern.

MISSION STATEMENT AND STRATEGIC GOALS

The following mission statement and strategic goals were adopted at the 10 May 1992 OGM (item 3) in Halifax (NS). The goals are numbered for reference only, and the order does not indicate priority.

Mission Statement

The Atlantic Provinces Library Association represents, promotes, and supports the interests and concerns of the library community in the Atlantic Provinces.

Strategic Goal 1: Regional Voice Role

To structure and position APLA so that the Association can effectively serve its mandate as a regional voice.

Strategic Goal 2: Communication

To improve internal and external communications.

Strategic Goal 3: Value of Libraries

To promote the value and worth of the library and its workers.

Strategic Goal 4: Interest Groups

To improve the effectiveness of the interest groups.

Strategic Goal 5: Continuing Education

To develop an effective continuing education programme.

DUTIES OF THE PRESIDENT

1. In consultation with the Executive, arranges all meetings of the Association (except committee/interest group meetings), and draws up agendas for Executive

meetings held during the year, for the Ordinary General Meeting, and for any special meetings of the Association.

2. Presides at all Executive and general meetings.
3. Serves as an ex-officio member of all committees (Standing Order 4.05) although not counted in determining if a quorum is present (Robert's, p. 380).
4. Acts, normally, as a signing officer of the Association together with the treasurer.
5. Reports to the Association at the Ordinary General Meeting and in each regular issue of the APLA Bulletin (Article 80).
6. Serves, normally, as APLA representative in the Partnership and prepares reports on APLA activities for the Partnership meetings (Executive meeting 18 October 1992, item 19.3).
7. Serves as convener of the Finance Committee (Standing Order 5.01).
8. Appoints a parliamentarian for all general meetings of the Association (Standing Order 1.02).
9. Invites the CLA Executive Director to the annual APLA conference.
10. APLA will pay the expenses of the Association's President for the APLA Conference at which he or she presides (Standing Order 3.05).
11. The President is responsible for actively lobbying at both the national and regional levels. Such lobbying must be reported as widely as possible including in each issue of the APLA Bulletin. In this instance "responsible" is meant to include the ability to delegate.
12. Assists Provincial Vice-Presidents' efforts to maintain liaisons with provincial library associations.
13. Serves as a "face to face" contact between the Executive and the membership. A good place to do this is at the annual conference.

BACKGROUND: APLA EXECUTIVE AND MEETING PROCEDURES

The Officers of the Association (Article 72) shall be:

- a. the President;
- b. the First Vice-President, who shall also be designated President-Elect;
- c. the Treasurer residing in the Province of Nova Scotia;
- d. a Vice-President from each of the Atlantic Provinces with principal responsibilities to assure the Association is fully aware of the needs and issues in librarianship in their respective provinces;
- e. a Vice-President with principal responsibilities of recruitment and retention of members;

- f. the immediate Past-President.

All of the above shall be elected normally by a postal ballot of the Association and, with the secretary and editor of the APLA Bulletin, shall constitute the executive of the Association. The secretary and editor of the APLA Bulletin shall be non-voting members of the executive (Executive meeting, 26 January 1992, item 13; Executive meeting, 31 January 1993, item 6.7). All officers must be members in good standing of the Association at the time they are nominated (Standing Order 5.05) and when they take office (Article 73 (1)). The secretary and the editor of the APLA Bulletin must be members in good standing of the Association when they assume their respective positions (Executive meeting, 31 January 1993, item 6.7).

Duties and Responsibilities:

1. To administer the affairs of the Association (Articles 81 and 82).
2. To fill all vacancies in office pro tem. Persons so appointed shall serve until the next ordinary general meeting of the Association (Article 82 (q)). [Note: This article does not appear in the registered copy of the Articles of Association. However, it was approved at a Special Meeting, 6 July 1988. Correspondence between the Association and the Registrar of Joint Stock Companies had indicated that it was not important that the file on hand show all changes. Rather, the Registrar was interested only in major changes such as a change in the purpose of the organization or a change in its name (Executive meeting, 5 June 1996, item 6.5)]
3. To review and approve the budget as prepared by the Finance Committee. Any expenditure in excess of the budgeted amount shall require the approval of a majority of the executive (Standing Order 3.02 and 5.01).
4. To keep the membership informed of the financial status of the Association, e.g. following Executive meetings (Standing Order 3.01).
5. To appoint a Committee on Nominations and Elections (Standing Order 5.05).
6. To act as the jury in the process of selecting the recipient of the APLA Merit Award (Executive meeting, 14 May 1976; Standing Order 9.08).
7. To examine the terms of reference of all committees, making sure that explicit terms of reference are made available to committee conveners and members (Standing Order 4.01).
8. To establish the subscription rate for the APLA Bulletin, upon the advise of the Bulletin Management Board (Standing Order 8.04).
9. To take positive and appropriate action whenever instances of censorship which violate the CLA "Statement on Intellectual Freedom" occur in the Atlantic Provinces (Standing Order 9.03).
10. To amend standing orders (Article 82 (n)). 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 1.09).

Quorum

The executive may meet to conduct business and may regulate their business as they see fit. They may determine the quorum necessary for these meetings, but until otherwise determined two directors shall constitute a quorum (Article 55). At the February 26, 1989 meeting the executive determined that a majority shall constitute a quorum of the executive. (Standing Order 1.03)

Guidelines for executive meeting expenses

The following were approved by the executive on 21 February 1987 and revised on 6 October 1991 and again on 22 May 2003:

1. Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:
 - a. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at \$0.38/km;
 - b. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;
 - c. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;
 - d. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	\$24.00

2. Executive members who reside within the meeting area will be covered under group expenses only.
3. Group expenses:
 - a. lunches and dinners which are concurrent with business meetings will cost up to but will not exceed the combined cost of individual meals as in 1.d;
 - b. the meeting room will be selected based on the lowest available rate at that time

4. General:
 - a. executive meetings will occur on Saturdays and Sundays ;
 - b. the executive will hold committee and special meetings on Saturday concurrent with a dinner;
 - c. the executive meeting will be adjourned on Sunday in sufficient time for all members to return home that day;
 - d. extenuating circumstances will be considered on an individual basis in order that members not incur additional personal expenditures to attend meetings, e.g., additional nights' accommodations due to non-availability of reasonably direct transportation;
 - e. executive members may request travel advances.

Points of information:

1. The executive reserves the right to suspend members with cause (Article 4).
2. Honourary life membership may be conferred at the discretion of the executive. Members so chosen pay no dues, but retain full voting privileges (Article 10).
3. The president may call at any time, and shall call upon the request of any two directors, a meeting of the executive (Article 57).
4. Members of the executive shall report to executive meetings and to the ordinary general meeting as required by their executive position or, where relevant, in their role as committee convener.
5. Each member of the executive shall maintain a file containing:
 - a. the Articles of Association, "Memorandum of Association", and the "Standing Orders";
 - b. a list of members of the executive and conveners of committees;
 - c. the minutes of the meetings of the executive and the ordinary general meetings for the last three years;
 - d. a copy of the APLA Procedures Manual.
6. Each member of the executive shall follow the "Guidelines for Maintaining APLA Records" (Appendix M).

FINANCE COMMITTEE

Status:

Executive Committee

Terms of reference (Standing Order 5.01):

1. To work with the treasurer in preparing the annual budget estimates for the approval of the Executive.
2. To monitor and make recommendations to the Executive with regard to the structure and quality of the financial and membership records of the association.

3. To annually make recommendations at the spring Executive meeting concerning the membership and subscription fees for the succeeding year.
4. To serve as trustees and administer the APLA Memorial Awards Fund and submit a detailed financial statement at the conclusion of the year.
5. 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.

Membership (Standing Order 5.01):

1. The President shall be the convener.
2. The Vice-President/President-Elect and the treasurer shall be members.

Activities:

1. To prepare a budget for review and approval by the Executive and for presentation to the Ordinary General Meeting (Annual Conference, 1970).
2. To approve, in advance of presentation to the Executive, all expenditures beyond the budgeted amount.
3. To approve allocations from the General Activities Fund (see Appendix E). Applications for allocations from the General Activities Fund are not to be considered if they are to support programs which are held as part of the annual conference (Executive meeting, September 1986).

Points of information:

1. The cost of preparing and distributing a membership list shall be budgeted annually (Annual Conference, 1970).
2. A percentage of each personal and institutional membership fee, not to exceed 50 percent of the fee, may be allocated to the support of the official publication of the Association (Standing Order 2.04).
3. The Executive shall set an amount annually to support the attendance at Fall, Winter and Spring (3) Executive meetings of the officers, the secretary and one editor of the Bulletin. APLA will pay travel and one night accommodation for the second spring meeting (usually the joint Executive meeting at the annual conference). APLA will pay the expenses of the Association's President for the APLA Conference at which he or she presides (Standing Order 3.05).
4. Annually the Executive will consider funding an official delegate to the Provincial and Territorial Library Associations Council (PTLAC). This decision will be based upon availability of money for funding and the usefulness of that year's meeting. Funding will be: airfare and a maximum of two nights accommodation as required to attend this meeting (Standing Order 3.06).

5. Expenses may be paid to the Association's official delegate(s) to meetings of other organizations with which the Association has official affiliation (Standing Order 3.07).
6. Memberships and corresponding fees in other associations shall be evaluated annually on the basis of: i) value of membership, and ii) value of the association (Standing Order 9.04).
7. Minutes of decisions taken must be kept and turned over to the financial examiner when the books are examined.

Liaison with provincial library associations (Appendix O in the Procedures Manual) (as approved at the Executive meeting, 30 May 1994, item 6.2)

Background:

The idea for this document originated with the Strategic Plan, Goal No. 1. Regional Voice Role. At the May 27, 1993 executive meeting, the following motion was passed: that the Committee on Aims and Objectives set up a structure for liaison with provincial library associations by the fall executive meeting.

Procedure:

August

Provincial vice presidents send a covering letter from the president which will include a summary of issues from the annual conference, a form requesting information, a completed form with APLA information, and APLA membership form, and the APLA VIP list to presidents of associations in their province. Forms to be returned to the provincial vice president.

September

Provincial vice presidents forward completed forms to the Communications and Public Relations Committee which compiles the information and forwards to the president. The Communications and Public Relations Committee should also send the information to directories and almanacs publishing information on library associations, the School of Information Management at Dalhousie, CLA, and the Partnership members.

A chart of the survey results, including conference dates, should be circulated to provincial vice presidents, other executive members and the APLA Bulletin for regular publication in an events column.

October

After the fall executive meeting, the APLA president writes a summary of the executive meeting minutes and forwards them to the provincial vice presidents. The latter then write to each president highlighting activities relating to their province and enclose the summary of the executive minutes.

February

After the winter executive meeting, the APLA president writes a summary of the executive meeting minutes and forwards them to the provincial vice presidents. The latter then write to each president highlighting activities relating to their province and enclose the summary of the executive minutes.

May

In conjunction with the conference planning team, the president will organize a forum for presidents, or alternates, of all library associations in the Atlantic region at the APLA conference. The purpose of this forum will be to share concern, interests and opinions, and to develop joint strategies.