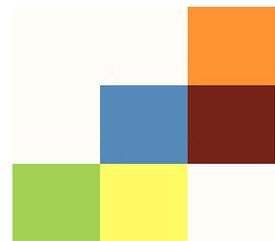


APLA
Secretary Orientation
Handbook



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 SECRETARY

Relating to meetings:

1. Reads and takes minutes at all Executive, ordinary general, and special meetings of the Association. Minutes should include some indication of who is responsible when action is to be taken and when the action should be completed.
2. Ensures that a record is kept of the attendance at Executive, ordinary general, and special meetings of the Association meeting to demonstrate that a quorum was present. This is done by getting attendees to sign the register book.
3. Takes minutes at other meetings at the request of the President.
4. Sends copies of the minutes of Executive meetings to the members of the Executive and to all conveners and representatives (Standing Order 4.06).

Relating to communications within the Association:

1. Reports annually to the Association (Article 80).
2. Informs the ListOwner (Gwendolyn MacNairn, Computer Science Librarian, Dalhousie University, macnairn@dal.ca) of any additions and/or deletions to the APLAEXEC-LIST and APLACONV-LIST that are maintained at Dalhousie University.
3. Sends notices of all Executive, ordinary general, and special meetings of the Association to appropriate members within the time required in the Articles of Association (Article 24).
4. Informs Executive members, committee and interest group conveners, and representatives when their reports are due for Executive meetings and for publication in the APLA Bulletin (for the OGM).
5. Notifies the editor of the APLA Bulletin of any changes to the Executive distribution lists, as they are received, so that these corrections can be noted in the APLA Bulletin.
6. Provides copies of the revised Articles of Association for distribution to members as necessary.
7. Receives acceptance letters from candidates for election and announces election results at the Ordinary General Meeting (Standing Order 5.05).
8. Keeps the supply of Past-Presidents pins for presentation to the out-going Past-President. The Past-President pin is normally presented by the President at the Past-President's reception at the annual conference.

Relating to communications between the Association and others:

1. Handles correspondence to and from the Association.
2. Forwards minutes of all meetings and resolutions to the Association's permanent office in the Dalhousie School of Information Management ("Companies Act", Section 90).

3. Forwards a list of the directors annually to the Association's permanent office in the Dalhousie School of Information Management as required by the Articles of Association (Article 67).
4. Forwards special resolutions (a resolution passed by a three-quarters majority and confirmed at a second meeting held not less than 14 days, nor more than one month after the first meeting) to the Registrar of Joint Stock Companies (NS) in accordance with the "Companies Act", Section 88.
5. Forwards significant resolutions and motions, and other pertinent material, to the Presidents of BCLA, LAA, MLA, OLA, QLA, NWTLA, and SLA, as well as to CLA headquarters (Executive meeting, 28 September 1986).

Responsibilities of the out-going secretary:

1. Ensures that a library school student has been assigned to sort the mail at Dalhousie and that the student has a copy of "APLA Mail Sorting and Handling" (see Appendix A). This should be done in March, before classes end. It is normally done by having the incumbent suggest a replacement.
2. Sends a copy of the minutes of the Ordinary General Meeting to the APLA Bulletin editor(s) for publication in the APLA Bulletin. This copy should be transmitted in a mode agreeable to the editor(s).
3. Takes, and distributes, the minutes of the joint Executive meeting.
4. Updates the APLAEXEC-LIST and APLACONV-LIST, by informing the ListOwner (contact Gwendolyn MacNairn <macnairn@dal.ca>) of changes, and the printed list of Executive, committee/interest group conveners, and other representatives and important people.
5. Handles the President's thank you letters arising from the annual conference.
6. Ensures that archival materials are forwarded to the Nova Scotia Archives and Records Management (see Appendix M: Guidelines for Maintaining APLA Records).

Responsibilities of the in-coming secretary:

1. Ensures that each member of the Executive has the following:
 - a. a Procedures Manual;
 - b. a copy of the Articles of Association, "Memorandum of Association", and "Standing Orders";
 - c. copies of minutes of meetings for the Executive and Ordinary General Meetings for the past three years;
 - d. and mailing lists of Executive members and other important people.

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).

Mail sorting and handling

1. Cheques to treasurer.
2. Correspondence and questionnaires about APLA: to Secretary.
3. Claims for non-receipt of APLA Bulletin issues: to Treasurer
4. Ads in APLA Bulletin: to Advertising Editor, APLA Bulletin.
5. Books to be reviewed: to Editor, APLA Bulletin.
6. Articles for publication: to Editor, APLA Bulletin.
7. News items for the Association: to Editor, APLA Bulletin.
8. Changes of address and returned mail: to Vice-President, Membership.
9. Subscription renewals and inquiries: to Treasurer.
10. Election ballots addressed to Convener, Elections Committee: to Convener, Nominations and Election Committee (normally the Past-President).

Guidelines for maintaining APLA records

(as approved at the Executive meeting, 27 May 1993, item 6.5)

Background:

The archival records of APLA are deposited with the Acadia University (Standing Order 1.08, revised May 2006). It is important that these records be complete in order to provide an ongoing history of the Association and to provide the background to decisions which may be, or have been, made on behalf of the Association.

The examples are offered by the Executive and are not contained in the correspondence. They are not meant to be all inclusive.

Includes:

- ◆ record material (esp. vital records), such as annual reports - those of the Executive, committees and interest groups as printed in the preconference issue of the APLA Bulletin. It will not be necessary to submit a separate report unless one did not appear in this issue of the APLA Bulletin.
- ◆ by-laws - this should be interpreted as meaning the standing orders;
- ◆ briefs, reports, responses, submissions - for example submissions which are from time to time made to the Canadian Library Association or to provincial ministers. Where it is deemed necessary, the appropriate background information which was used to write the report, etc. shall also be submitted;
- ◆ certificate of incorporation or charter - this should be interpreted as meaning the "Memorandum of Association";
- ◆ collective agreements, contracts;

- ◆ constitution - this should be interpreted as meaning the Articles of Association;
- ◆ correspondence - correspondence submitted should be of permanent interest to the Association because it contributes to an understanding of the history or role of the Association;
- ◆ financial statements - the annual budget, the audited treasurer's report, and the financial examiner's report, as approved at the OGM, should be submitted. As well, financial statements of the annual conference and those received by the Finance Committee relating to the expenditure of General Activities Funds should be submitted;
- ◆ indentures;
- ◆ internal publications (newsletters, etc.) - the APLA Bulletin and any newsletters of the committees or interest groups should be submitted;
- ◆ membership lists - the Membership Directory should be submitted. The membership list as maintained by the treasurer should not be submitted;
- ◆ memoranda - memoranda submitted should be of permanent interest to the Association because it contributes to an understanding of the history or role of the Association;
- ◆ minutes of meetings - minutes of all Executive, committee and interest group meetings should be submitted. Minutes of the OGM and any special meeting should be considered to have been submitted if they have appeared in the APLA Bulletin;
- ◆ proceedings of conferences;
- ◆ rules and regulations - this should be interpreted as meaning the Procedures Manual.

Excludes:

- ◆ artifacts;
- ◆ case files/personnel records;
- ◆ "housekeeping" records - for example, invoices, receipts and bank statements;
- ◆ non-record material/ephemera;
- ◆ non-paper records/non-textual media (subject to exceptions).

Procedure:

The secretary will maintain a yearly archives file. This file will normally include, but is not restricted to:

- Minutes to the Executive Meetings
- Membership Reports
- Reports from all committees (Standing, Executive and Ad hoc)
(including Finance committee, Aims and Objectives, Nominations and Elections, Memorial Awards etc.)
- Treasurer's reports, budgets, annual statements
- Reports from all interest groups
- Bulletin Management Board Reports
- Past President's report
- Conference report
- OGM Minutes
- Notes or Minutes from Special Meetings
- Special reports, briefs or projects

President's official correspondence
Official correspondence from other members of the Executive

The secretary will ensure that these records are submitted to the Acadia University Archives each year within a period of two weeks after the OGM/Annual Conference. Only the secretary's archives file will be accepted into the archives.

The secretary will endeavour to provide the original signed document and only use photocopies when necessary. The secretary will also ensure that all reports are dated.

The Past-President will maintain the Procedures Manual, Articles of Association, "Memorandum of Association," and "Standing Orders" and then provide it to the secretary for the archives file.

The editor of the APLA Bulletin will ensure that copies of the Bulletin and other support documents be provided to the secretary for the archives file before it is submitted to the archives at the end of May.

Please note that all bank statements, T4s, receipts and invoices should be kept for seven years (legal requirements) with the Treasurer and only official documents such as budgets, reports, statements be submitted to the archives.

