



Ontario Health Libraries Association

◆ Leadership ◆ Advocacy ◆ Education ◆ Communication

Constitution and Bylaws 2014

1.0 NAME

The name of the association shall be the Ontario Health Libraries Association (OHLA).

2.0 MISSION AND GOALS

2.1 Mission

OHLA is an association committed to the support of health library specialists who deliver quality information services to the health care communities of Ontario. The association will provide support to its members through leadership, advocacy, education and communication.

2.2 Strategies & Goals

OHLA will have a strategic plan and a set of goals that will guide its activities. The elected Executive Committee will review the plan annually after the AGM and share the plan with membership via listserv and website within Four (4) months. The goals of the plan will be reviewed and implemented by the incoming Executive Committee.

3.0 MEMBERSHIP

3.1 General

Membership shall be open to any person with a vested interest in health sciences libraries and the provision of health information services in Ontario, limited to: librarians holding a master's degree from an accredited library school; library technicians who are graduates of a community college program in library and information science; students enrolled in university or college library and information science programs; or, any person designated by their institution to be responsible for library duties.

3.2 Fees

OHLA has three categories of membership: personal, student and retiree. The Executive Committee will periodically review the fee structure. Changes to the fee structure to fund the activities of the OHLA must be ratified by the membership.

3.3 Entitlements

Payment of the membership fee entitles a member to full participation in association activities, including voting privileges at General Meetings or via email or electronic survey, a listing in the membership directory and listserv, full access to all areas of the OHLA web site, and participation in Association-negotiated resource purchases (electronic or print). Student members are excluded from holding office on the Executive Committee, but may serve as an appointed officer or member of a working group.

3.4 Duration of Membership

Payment of the membership fee covers membership in the association for one year. The membership year runs from January 1 to December 31. Membership in the association shall expire at the end of the current membership year, and will terminate upon nonpayment of membership fees.

4.0 THE EXECUTIVE COMMITTEE

The business of the Association shall be conducted and managed by the Executive Committee on behalf of the members.

4.1 Officers

The Executive shall consist of the following elected officers:

President-Elect

President

Past-President

Secretary

Treasurer

As well as the following appointed officers:

Webmaster

e-Licensing Coordinator

Conference Planner

Assistant Conference Planner

Continuing Education Coordinator

4.2 Terms of Office

The President Elect shall be elected by the membership for one term of one year's duration. At the end of that first year, the PresidentElect shall assume the duties of the President for one term of one year. At the end of this second year, the President shall assume the duties of PastPresident for one term of one year. At the end of this third year, the PastPresident shall have completed her/his term of office, and will not be eligible to stand for any Executive office until one membership year has passed.

In the event of the resignation of the President during their term of office, the PresidentElect shall assume the duties of the President for the remainder of that term. The Secretary and the Treasurer are elected by the membership for one term of two years and may stand for reelection for a second consecutive term. At the end of a second consecutive term, the Secretary and Treasurer are not eligible to stand for the same office until one membership year has passed. They may stand for other Executive offices.

The Webmaster, Continuing Education Coordinator, Conference Planner and Assistant

Conference Planner shall be appointed by the Executive Committee for one term of two years. At the end of that term, they are not eligible for reappointment to the same office until one membership year has passed. They may stand for other Executive offices.

If a vacancy occurs on the Executive, the Executive will determine the best way to accomplish the work done by that office. It can appoint a new officer from the membership to serve out the remainder of the term of office, or it can allocate the work among existing Executive Committee members.

Terms of office may be extended at the discretion of the Executive.

4.3 Duties of Officers

A detailed listing of officers' duties is provided in the OHLA Executive Manual.

The President shall represent the association in all matters, and chair all meetings of the association and of the Executive Committee.

The President-Elect shall act in the absence of the President, assist the President in the performance of her/his duties, and assist the webmaster by soliciting content to publish on the OHLA website e.g. information on members' retirements, new members profiles etc.

The Past President shall coordinate elections and awards, act as the Association's archivist, and undertake special projects as required.

The Secretary shall keep a complete record of the proceedings of the meetings of the association and of any email or electronic survey votes, and shall submit all records to the webmaster for inclusion in the electronic archive of the Association. One back-up file and any non-electronic records shall be maintained in a location to be determined by the executive and noted on the website.

The Treasurer shall supervise the collection of monies due to the association and keep its funds on deposit; keep complete and accurate records of the financial transactions of the association; see that the funds of the association are disbursed as directed by the Executive; prepare financial statements for the Executive and for the membership, maintain the listserv; and, maintain a register of all members of the association. The treasurer is also responsible for setup and troubleshooting the listserv.

The Conference Planner shall undertake the development of the OHLA program of the OLA Superconference, and undertake other educational or professional development activities as required.

The Assistant Conference Planner shall act in the absence of the Conference planner and assist the Planner in the performance of her/his duties.

The Webmaster shall develop and maintain the Association's website and social media

presence. This includes, but is not limited to, uploading meeting minutes, updating executive summaries, and reporting continuing education sessions, conference information, and publications, on the appropriate site and social media.

The eLicense Coordinator shall investigate, develop and negotiate group licensing opportunities.

The Continuing Education Coordinator shall plan educational/professional development activities in support of the membership.

4.4 Work Groups

The Executive Committee has the power to appoint and terminate working groups of the association, including committees, project teams, and task forces. Work group membership shall terminate at the end of the membership year unless otherwise determined by the Executive. Work groups report and make recommendations to the Executive Committee through the President's office.

5.0 MEETINGS

5.1 General Meetings

The association will hold a general meeting at least once per year. Normally this annual general meeting (AGM) will be held in conjunction with the OLA Superconference.

5.2 Other Meetings

Other meetings of the association may be called by the Executive as required.

5.3 Notice of General Meetings

The Secretary shall notify members at least 30 day in advance of general meetings, and will include with that notification any information necessary for members to attend and participate in the business of the meeting. This includes the time and location of the meeting, agenda, and copies of any documents requiring ratification by the membership.

5.4 Quorum

At Executive Committee meetings, quorum will consist of a minimum of three elected members.

At AGMs or when voting online or by electronic survey, quorum will consist of a minimum of twenty-five percent (25%) of the total membership.

5.5 Order of Business

Business transacted at any general meeting of the association can include:

- The consideration and adoption of the minutes of the previous meeting;
- Discussion and approval of reports of the Executive officers and any work groups;
- Presentation of awards;
- Introduction of new association officers; and,
- Discussion and approval of any issues requiring ratification.

The rules of order embodied in Bourinot's Rules of Order (latest edition) shall be used to conduct all meetings to the extent permitted by the constitution and bylaws of the Association. No failure to adhere to those rules shall invalidate the proceedings of any meeting.

5.6 Resolutions

At a general meeting a member may offer a complex motion introducing a new item of business only if written copies have been distributed at or before the meeting to each member present or by unanimous consent of the members present.

5.7 Decision Making

Motions may be tabled at the AGM, or may be distributed to the membership between Annual General Meetings by email vote or electronic survey. The vote must allow for one (1) month response time. The results of any electronic survey or email vote will be tabulated by two Executive Committee members and presented to the membership on the website within ten (10) working days.

Any motion tabled at an AGM, or distributed by email or electronic survey, shall be decided by majority vote of the members. Each member is entitled to one vote, and the Chair presiding at any such meeting shall cast the deciding vote in the case of a tie, except in the case of documents requiring ratification (see 8.1). At Executive Committee meetings, decisions are reached by majority vote of the members present.

6.0 NOMINATIONS ELECTIONS AND APPOINTMENTS

6.1 Nominations

The PastPresident will solicit nominations from all members for those Executive officer positions becoming vacant at the next AGM. Nominees must consent to stand for election or appointment. The PastPresident will try to ensure that all potential nominees have been found, and that actual nominees represent as many different regions of the province as possible. The names of all nominees shall be filed with the Executive not less than one (1) month prior to the AGM.

6.2 Election

If more than one (1) person is nominated for the same position, then an election must take

place. At least one (1) month prior to the Annual General Meeting, the Past-President shall prepare an Official Ballot, and distribute on the listserv for each member of the association to vote.

A request for nominations shall be solicited from the membership through the listserv. All nominations shall be deemed closed 70 days before the AGM. All nominees shall be asked to provide a statement of their goals for the association and a resume. The slate of nominees is to be presented to the Executive Committee by the Past-President for approval. If only one (1) nominee is standing for a position, then that position shall be deemed filled by that candidate. The new slate of officers will be presented at the AGM.

7.0 EXECUTION OF DOCUMENTS

All contracts or other documents that require authorization by the association shall be signed by the President. In the event the President is unable to sign, any other Executive officer may sign for the association. Any instrument so signed shall be binding upon the association. The Executive may appoint additional signing officer(s) to sign specific instruments in writing.

8.0 AMENDMENTS TO DOCUMENTS REQUIRING RATIFICATION

Amendments to core documents, such as the constitution and bylaws require ratification by the membership.

8.1 Procedures

Notice of amendments to documents requiring ratification shall be sent to each member at least one (1) month before the start date of the vote (AGM or email or electronic survey). The notice shall indicate the time and place of the vote, and the fact that ratification is required. Ratification will require a majority vote by the members present at the AGM, or the majority of votes for email or electronic survey votes.

9.0 BYLAWS, RULES AND REGULATIONS

OHLA may create bylaws, rules or regulations as may be deemed to be necessary for its continued governance and operations, provided they are consonant with the principles embodied in this constitution, or in the strategic plan. Such bylaws, rules or regulations will be reviewed periodically and revised by the Executive Committee, and ratified by the membership.

Last Reviewed: Dec 2013

Approved by: Membership Ratification at Annual General Meeting, January 2014