



## *BYLAWS*

### **PART 1: NAME**

The name of the Association shall be the Northern Alberta Health Libraries Association (NAHLA). The Association is a chapter of the Canadian Health Libraries Association/ Association des bibliothèques de la santé du Canada (CHLA/ABSC).

### **PART 2: OBJECTIVES**

The objectives of the Association shall be to provide professional support and community to the membership and to foster quality health information services in northern Alberta.

### **PART 3: MEMBERSHIP**

#### *Section 1: Classes*

- a) The Association shall consist of Personal Members, and such other classes of membership as designated by the executive and approved at an annual meeting of the Association.
- b) Personal Members shall be persons as may apply for and be granted Personal Membership in the Association, and who pay the prescribed fee
- c) Student Members shall be students currently registered in a degree/diploma program at a post-secondary institution who apply for and are granted Student Membership in the Association and pay the prescribed fee.
- d) Members shall be entitled to attend General Meetings of the Association and to vote thereat and be eligible for election to office in the Association if they are also members of the Canadian Health Libraries Association (CHLA) or agree to join CHLA after their election.

#### *Section 2: Fees*

- a) Payment of the prescribed membership fee shall be deemed to cover membership in the Association for one membership year, which shall coincide with the fiscal year of the Association.
- b) The amounts prescribed as the appropriate membership fee may be altered by resolution of the Executive without amendment to these *Bylaws*, but no alteration shall take effect other than with respect to a complete membership year.

### *Section 3: Termination of Membership*

Membership in the Association shall terminate:

- a. upon the member's resignation.
- b. upon non-payment of membership fees after the expiration of four (4) months from the date due.

### *Section 4: Management*

- a) The affairs of the Association shall be managed by an Executive.
- b) The fiscal year of the Association shall be October 1 to Sept 30.

## **PART 4: MEETINGS**

### *Section 1: Annual Meetings*

The Annual General Meeting (AGM) of the Association shall be held at a time and place in northern Alberta as may be decided by the Executive.

### *Section 2: Special Meetings*

Special General Meetings of the Association may be held at such times and places as may be decided upon by the Executive, or by the President or upon the request in writing of not fewer than five (5) Personal Members of the Association.

### *Section 3: General Meetings*

General Meetings may be held at such times as decided by the Executive. A minimum of one (1) General Meeting or event will be held in any fiscal year besides the Annual Meeting.

### *Section 4: Notice of Meetings*

The notice calling any Annual, Special General Meeting shall be sent to each Member of the Association in good standing at least, in the case of the Annual General Meeting, 21 days, and in the case of a Special General Meeting, at least 10 days, prior to the date upon which meeting is to be held. In the case of Special General Meetings, the notice shall clearly indicate the purpose for which meeting is being called, and no business other than that mentioned shall be transacted, unless all Members present and entitled to vote at that meeting consent to the transaction of other business.

No omission to notify a Member, nor the non-receipt of any such notice by a Member, shall invalidate the proceedings of any General Meeting.

### *Section 5: Quorum*

A quorum shall consist of 20% of members in good standing for the transaction of business at any General Meeting of the Association.

### *Section 6: Voting*

Any question proposed for the consideration of the Members at a General Meeting of the Members shall be determined by a majority of the votes cast by Members entitled to vote at such meeting. Each Member is entitled to one vote and the presiding Chairperson will cast a vote in the case of a tie vote.

Electronic voting may be used where it is convenient and can be carried out securely.

## **PART 5: EXECUTIVE OF THE ASSOCIATION**

The business of the Association shall be managed by the Executive whose officers shall be President, Vice-President, Past President, Treasurer and Secretary and any other positions designated by the Executive.

### *Section 1: Membership of the Executive*

There shall be an Executive of the Association consisting of at least three (3) officers elected from among the Members in good standing who are also members of CHLA or who will join CHLA following their election to the NAHLA Executive..

### Section 2 : Governance of the Executive

- a) The Executive shall have all the powers exercised by the Members at General Meetings and shall:
  - a. Manage generally the affairs of the Association;
  - b. Formulate the policies of the Association;
  - c. Propose new *Bylaws* or propose amendment of existing ones.
- b) The Executive may establish Committees as it may deem appropriate from among the Members of the Association.

### Section 3: Term of Office

- a) Each officer shall be elected for a two-year term, effective at the Annual General Meeting, with the exception of the Vice-President, who automatically accepts the position of President in the second year of term, and the President, who automatically accepts the position of Past President in the third year of term.
- b) No officer shall be eligible for re-election to the same office for more than two (2) consecutive terms.
- c) There shall be a call for nominations at least one (1) month before the AGM.

- d) In the event that an Executive member is unable to complete his/her term in office, a temporary replacement shall be appointed by the sitting Executive until the term is complete or until the next AGM, where the vacant position will be filled by nomination and election.

#### *Section 4: Duties of Officers*

The Officers of the Association shall be: President, Vice-President, Secretary, Treasurer, Past President and any such positions as designated by the Executive.

- a) The PRESIDENT shall:
  - a. organize and chair all meetings;
  - b. hold signing authority with the Treasurer in the disbursement of the Association's funds;
  - c. prepare the Annual Report to be submitted to CHLA/ABSC in May;
  - d. attend or ensure Chapter representation at the annual Chapter Presidents' Lunch at the CHLA/ABSC Conference;
  - e. register and participate on the CHLA/ABSC Chapter Presidents' Listserv;
  - f. perform other duties as assigned by the Executive.
- b) The VICE-PRESIDENT shall:
  - a. act in the absence of the President
  - b. assist the President in the performance of duties.
- c) The SECRETARY shall:
  - a. publicize all meetings and take minutes of the meetings;
  - b. have charge of all correspondence;
  - c. assist in the organization of meetings (e.g. book rooms, arrange refreshments, etc.)
  - d. ensure that an Association website is established and maintained.
  - e. ensure that all website updates are provided to the NAHLA webmaster.
- d) The TREASURER shall:
  - a. administer all funds of the Association, and have signing authority for disbursement of the Association's funds; present a current, written financial report at each Executive meeting;
  - b. present an Annual statement of accounts;
  - c. prepare and present a budget for the following fiscal year at the AGM;
  - d. send out membership fee notices;
  - e. collect fees and issue receipts;
  - f. maintain a current registry of all members;
  - g. arrange to have two Association members review the finances before the AGM, including a review of all bank statements from that year. The resulting financial statement shall be signed by the Association's reviewers.
- e) The PAST PRESIDENT shall:
  - a. Attend Executive meetings to provide guidance and advice.

- b. Perform any other tasks agreed upon between the Executive and the individual occupying the position of Past President.
- c. strike a nominations and election ad hoc committee to oversee the process of electing new Executive members.

#### *Section 5: Executive Meetings*

The Executive may set a regularly occurring date and time for Executive meetings or meetings may be scheduled by the President as required. [Replaces: The Executive shall meet at the call of the President or, in his/her absence, at the call of the Vice-President.]

#### *Section 6: Remuneration*

Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the Association shall receive any remuneration for their services.

### **Part 6: BORROWING POWERS**

For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in a manner it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association's general membership, and in no case shall debentures be issued without the sanction of a special resolution of the Association membership.

### **PART 7: AMENDMENT OF BYLAWS**

*Bylaws* shall be amended by special resolution of the Association. Bylaw changes will take effect after the meeting at which they were approved.

### **PART 8: DISSOLUTION**

In the event of the winding-up or dissolution of the Northern Alberta Health Libraries Association, the Executive and/or the Trustees charged with the winding up or dissolution shall, after paying all debts and liabilities of the Association, donate the remaining assets to any registered Canadian charitable organizations

Developed May 10, 1982  
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