

**Ontario Association of Library Technicians/
Association des bibliotechniciens de l'Ontario**

Constitution

(Articles as adopted, in English, at the Annual Business meeting – May 24, 2003
By-Laws amended April 2007 by mail ballot vote
Article 8 and By-Law 1 amended April 2010 by mail ballot vote
Article 8 amended November 2010 by ballot vote)

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Articles

1. Name

- a) The name of this Association shall be the ONTARIO ASSOCIATION OF LIBRARY TECHNICIANS/ASSOCIATION DES BIBLIOTECHNICIENS DE L'ONTARIO, hereinafter referred to as OALT/ABO.
- b) The OALT/ABO shall allow for the formation of Chapters. The Executive shall be responsible for the maintenance and coordination of Association affairs, including the delivery of services, the Annual Conference and membership.
- c) Whenever possible, information from OALT/ABO shall be available in English and French; this decision resting with the Executive.

2. Mission

The mission of OALT/ABO is to advance our profession through:

- active membership
- education and professional development
- promotion and marketing
- partnerships and advocacy.

3. Membership

- a) Membership shall be open to graduate library technicians, library technician students, retired or unemployed graduate library technicians, associates, institutions/organizations/corporations, who, upon payment of annual dues, shall become members as provided for in Bylaw 1.
- b) Any individual, institution, organization, corporation complying with the requirements outlined in Article 3 shall be considered a member in good standing.

4. Organization

- a)
 - i) The Administration shall consist of an Executive [Article 4b], and Appointed Officers [Article 4d].
 - ii) The Administration shall perform duties as prescribed in Article 10 and the Bylaws.
- b) The Executive shall consist of a President, President Elect, Treasurer, Internal Communications Coordinator, External Communications Coordinator, Conference Coordinator and Chapter Coordinator.
- c) The Executive shall be elected at the Annual Business Meeting.
- d) Officers shall be appointed by the President, as prescribed in Article 10 and the

Bylaws. These Appointed Officers are as follows:

- i. Archivist
 - ii. Other positions created as required by either a majority vote of the membership at the Annual Business Meeting or by a majority vote of the Executive at an Executive Meeting.
- e) Terms of office for Executive and Appointed Officers are detailed in Article 10 and Bylaw 5.

5. Meetings

- a) Conference: There shall be an Annual Conference of the OALT/ABO membership. Seed money for the Annual Conference shall come from the proceeds of the previous Conference. A special conference of the OALT/ ABO membership may be convened by the unanimous vote of the Executive and upon giving the OALT/ABO membership at least 3 months notice.
- b) Executive Meeting: The Executive shall meet not less than four (4) times a year and at such times as shall be specified by the President or majority of the Executive. The President Elect shall be responsible for arranging said meetings as prescribed in Article 10 and the Bylaws.
- c) The Executive is empowered to override the decision of the President by a majority vote.
- d) The Conference is empowered to override the decision of the Executive by a majority vote.

6. Chapters

- a) Formation of Chapters: Chapters may be established relating to geographic proximity or interest(s) actively represented among OALT/ABO members. Chapters are formed on application to the President and on acceptance by a majority vote of the Executive at an Executive meeting or by a majority vote of the membership at the Annual Business Meeting.
- b) Funds for the operating expenses of a Chapter shall be provided by allotment of Chapter dues paid by its members to the Association. Each Chapter shall submit an annual report on its activities and a financial statement to the Chapter Coordinator. Requests for additional funds or loans may be submitted to the Executive through the Chapter Coordinator. All funds received by a Chapter shall be used exclusively for purposes that fulfill OALT/ABO's mission.
- c) Association members may affiliate with more than one Chapter upon payment of Chapter dues as stated in Bylaw 1b.
- d) Dissolution of Chapters: A Chapter may be dissolved by a three-quarters (3/4)

majority of its members voting at their Chapter's Annual General Meeting provided that notice of intention to dissolve has been sent to each member at least one month prior to the meeting. Immediately following the meeting, a representative shall inform the Chapter Coordinator that the motion to dissolve the Chapter was duly passed. The Chapter Coordinator shall suspend all activities of the Chapter. Any funds shall be remitted to the Treasurer.

7. Committees

- a) Committees may be created by a majority vote of the OALT/ABO membership at the Annual Business Meeting or by a majority vote of the Executive at an Executive meeting.
- b) Committees shall operate as prescribed in Article 10 and the Bylaws.
- c) Committee guidelines are established and included in Article 10.

8. Amendments

- a) Notice of resolution to alter the Constitution shall be given to the President in writing and the wording endorsed by any five (5) members in good standing. At the same time, a copy is to be sent to the Internal Communications Coordinator.
- b) The Internal Communications Coordinator shall submit proposed amendments for vote by mail or electronic means to each full member in good standing.
- c) The Constitution may be amended by a two-thirds vote of the returned ballots sent to the entire voting membership.
- d) The Internal Communications Coordinator shall see that the membership is informed of the results of the vote.

9. Rules of Order

The rules contained in the latest edition of Robert's Rules of Order shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these Articles and Bylaws.

10. Standing Rules and Orders

(This section describes which documents are to be used in conjunction with, or supplementary to, Robert's Rules of Order.)

Documents which provide guidance on requirements for the operation of OALT/ABO, its administration, and its membership, shall be considered "Standing Orders", as defined in Robert's Rules of Order.

- a) Duties of OALT/ABO Administrators, shall document the responsibilities of the

Executive and Appointed Officers [Article 4]. This document shall be reviewed annually by the Administration.

- b) OALT/ABO Executive Policies shall document the policies established by the Executive, clarifying the operation of OALT/ABO.

11. Quorum

There shall be a quorum at all meetings of the Executive and at the Annual Business Meeting.

12. Finances

- a) All Association monies shall be deposited in a chartered bank, credit union or trust company under the name of the Ontario Association of Library Technicians / Association des bibliotechniciens de l'Ontario (OALT/ABO). An amount to be determined by the Executive is to be kept as petty cash by the Treasurer.
- b) The President or President's delegate and the Treasurer shall have signing authority with two signatures being necessary for each transaction.
- c) In the event that the Treasurer becomes unable to carry on his/her duties, the monies will be frozen and the books will be reviewed immediately.
- d) The Executive shall at the end of each fiscal year appoint an accountant to review the accounts. Remuneration of the accountant shall be approved by the Executive.

Bylaws

1. Membership

- a) The following classes of membership shall be available upon payment of dues:
- i) Full membership will be given to a graduate library technician from a Library & Information Technician Programme that meets the requirements established by the Canadian Library Association.
 - ii) Student membership will be given to a student enrolled in a Library Technician Programme for a two (2) year limit. After that time, he/she is asked to pay graduate fees and is granted full membership.
 - iii) Full membership will be given to retired or unemployed graduate library technicians.
 - iv) Associate membership will be given to an individual interested in the objectives of the Association. At the end of five (5) consecutive years, if he/she wishes to pay graduate fees, he/she will be granted full membership. This is to be effective retroactively from May 3, 1985.
 - v) Group membership will be given to an institution/organization/corporation with a minimum of two (2) people and no maximum. Each of the members within the group will receive the benefits of an individual member.
- b) The following amounts are the membership fees levied by the Association:

\$40.00 Graduate Library Technician
 \$12.00 Library Technician Student
 \$12.00 Retired/Unemployed Graduate Library Technician
 \$34.00 Associate

Fee Structure for Group Membership:

Group Member Breakdown	Base Fee Per Person	Savings per member	Optional: Chapter Fees Per Person
2 to 10 members	\$30.00	\$10.00	\$10.00
11 to 15 members	\$28.00	\$12.00	\$10.00
16 to 20 members	\$25.00	\$15.00	\$10.00
21 to 25 members	\$22.00	\$18.00	\$10.00
25 + members	\$20.00	\$20.00	\$10.00

- c) Members wishing Chapter affiliation shall remit an additional \$20.00 per Chapter.
- d) Any member may withdraw from OALT/ABO by:
- i. Delivering to OALT/ABO a written resignation and lodging a copy of same with the Treasurer.

- ii. Ceasing to pay dues.
- iii. Having membership withdrawn by OALT/ABO.
- iv. Dying.

2. Voting

- a. Voting rights shall be accorded to full members in good standing [Article 3].
- b. Nominations and Elections
 - i. Only full members in good standing may run for Executive office.
 - ii. A Nominating Committee comprised of three members, one of whom is to be the President or an appointee to act as Chairman, shall be appointed by the Executive.
 - iii. The Nominating Committee shall present a minimum of one candidate for each Executive Position. The names of nominees and their written acceptances shall be presented to the Executive not later than January 1 and their names shall be published in the Association newsletter at least four months prior to the Annual Business Meeting. Further nominations, accompanied by written acceptance of the nominee, may be entered by petition of 5 voting members and shall be filed with the Executive at least 3 months prior to the Annual Business Meeting.
 - iv. Elections shall be by secret ballot mailed to each full member at least six weeks prior to the Annual Business Meeting. The candidate who receives the largest number of votes for an office shall be elected. In event of a tie, election shall be by a majority vote at the Annual Business Meeting.
 - v. A scrutineer shall be appointed annually by the President to count mail ballots and votes at the Annual Business Meeting, and to report the election results.

3. Notice of Meetings

- a) The Annual Conference shall be convened with six (6) months prior notice.
- b) A special conference of the OALT/ ABO [Article 5a] requires at least three (3) months notice.
- c) Executive meetings [Article 5b] shall be convened with one (1) month prior notice.

4. Annual Business Meeting

- a) The Annual Business Meeting shall be convened with six (6) months prior notice.
- b) The President shall chair the Annual Business Meeting, with the exception of the voting for the Executive [Bylaw 2v] and be responsible for the Conference.
- c) The Internal Communications Coordinator will be responsible for informing the

membership of such resolutions as are to be presented prior to the Annual Business Meeting.

- d) A proposed agenda shall be sent to the membership one month prior to the convening of the Annual Business Meeting.

5. Duties of the Administration

Duties of the Administration shall be documented in Duties of OALT/ABO Administrators as per Article 10. The positions of President, President Elect, Treasurer, Internal Communications Coordinator, External Communications Coordinator, Conference Coordinator and Chapter Coordinator are elected at the Annual Business Meeting. The position of Archivist is appointed by the Executive.

a) President (One Year Commitment)

- i. The President is the official representative for OALT/ABO.
- ii. Upholds the mission and purpose of OALT/ABO.
- iii. Chairs Executive meetings and Annual Business Meeting.
- iv. Prepares an annual report of Association activities for the membership.

b) President Elect (Two Year Commitment, President Elect moves to President)

- i. In the absence of the President or at the request of the President, the President Elect shall perform the duties and exercise the power of the President.
- ii. In the event of the President's resignation, President Elect shall assume the duties of the President if circumstances permit.
- iii. Maintains minutes of all Executive meetings.
- iv. Prepares and distributes agendas and minutes to the Executive and Appointed Officers.

c) Treasurer (One Year Commitment)

- i. Responsible for keeping all financial records and carrying out all financial transactions of OALT/ABO.
- ii. Presents a written financial statement to the Annual Business Meeting and at each Executive Meeting.
- iii. Compiles and maintains annual membership list, directory and supplements.
- iv. Responds to membership enquiries.

d) External Communications Coordinator (One Year Commitment)

- i. Prepares all OALT/ABO marketing and publicity.
- ii. Acts as liaison between OALT/ABO and other library associations, Library & Information Technician programs, other library education courses, OALT/ABO members and libraries.
- iii. Coordinates sponsorship.

e) Internal Communications Coordinator (One Year Commitment)

- i. Disseminates information about OALT/ABO, issues and developments in library and information science and library technicians to Association members.
- ii. Coordinates newsletter distribution.
- iii. Ensures Website content is current.
- iv. Responsible for Listserv.
- v. Prepares Salary Survey.

f) Conference Coordinator (One Year Commitment)

- i. Responsible for coordinating the annual OALT/ABO Conference (with a volunteer team) by selecting a location, arranging programming and activities.
- ii. Submits a Conference budget and written financial statement at the Annual Business Meeting and at each Executive Meeting.
- iii. Presents Conference information to the Internal Communications Coordinator for distribution to the membership.
- iv. Coordinates Conference promotion and sponsorship with the External Communications Coordinator.

g) Chapter Coordinator (One Year Commitment)

- i. Honorary member of all Chapters.
- ii. Advocates on behalf of Chapters and Chapter members.
- iii. Responsible for inter Chapter communication
- iv. Provides upcoming information about Chapter events to the Internal Communications Coordinator.
- v. Submits Chapter programming and additional funding requests to the Executive for approval.

h) Archivist (One Year Commitment)

- i. Maintains a complete collection of OALT/ABO documents as detailed in Standing Rules and Orders of OALT/ABO.
- ii. Maintains an inventory of the archival materials.

6. Definitions

a) Quorum

- i. Executive Meeting: a two-third majority shall constitute a quorum.
- ii. Annual Business Meeting: Ten percent of the membership shall constitute a quorum at the Annual Business Meeting including proxies.

b) Association Affairs

The Executive shall be responsible for the maintenance and the coordination of activities

affecting more than one (1) Chapter and for the coordination of activities and communications between Chapters.

c) Proxy Vote

A member of OALT/ABO may be granted the authorization to act on behalf of another member (one proxy per member). Such authorization is to be given by the member in writing and forwarded to the Internal Communications Coordinator prior to the Annual Business Meeting.

d) Member in Good Standing

Anyone who complies with requirements as set out in Article 3 of the Constitution.

7. Fiscal Year

The fiscal year shall close annually on the 31st day of December.

8. Membership Year

The membership year shall be from January 1st to December 31st of the calendar year.

9. Resignation of Administration

Upon the resignation of an elected Executive member or Appointed Officer, an interim appointment will be made as documented in Article 10.