

SAHLA Bylaws

Article 1: Name

The name of the Association shall be the Southern Alberta Health Libraries Association, also known by the acronym "SAHLA". The logo of the Association shall be in such a form as prescribed by the executive and approved by majority vote of the membership in attendance at a General Meeting, and shall have the words "Southern Alberta Health Libraries Association".

Article 2: Objectives

The objectives of the Association shall be to promote quality information services to the health community in southern Alberta by fostering those libraries that provide health information.

As a chapter of the Canadian Health Libraries Association, SAHLA shall encourage communication and cooperation among its members, and shall seek to advance their educational development.

Article 3: Membership

Section 1: Classes

- a) The Association shall consist of Personal Members, and such other classes of membership as designated from time to time by the Executive and approved at a General Meeting of the Association. Bylaws must be amended to reflect any changes in membership classes.
- b) Personal Members shall be such persons as may from time to time apply for and be granted Personal Membership in the Association, and who pay the prescribed membership fee.
- c) Personal Members shall be entitled to attend General Meetings of the Association, to vote thereat, and shall be eligible to office in the Association if they are also members of the Canadian Health Libraries Association (CHLA).

Section 2: Fees

- a) Payment of the prescribed membership fee shall, subject as hereinafter provided, be deemed to cover membership in the Association for one membership year, which shall coincide with the fiscal year of the Association, which is October to September.
- b) The amounts prescribed as the appropriate membership fee may be altered from time to time without amendment to the bylaws by recommendation of the Executive and approval by majority vote of the membership in attendance at the Annual General Meeting or Special General Meeting. No such alteration shall take effect otherwise than in respect of a complete membership year.

Section 3: Termination of Membership

- a) Membership in the Association shall terminate:
upon non payment of membership fees after the expiration of four (4) months from the date due thereof.

Section 4: Management

The offices of the Association shall be managed by an Executive as hereinafter provided.

Article 4: Meetings

Section 1: Annual General Meetings

The Annual General Meeting of the Association may be held at such time and place in southern Alberta as may be decided from time to time by the Executive.

Section 2: Special General Meetings

Special General Meetings of the Association may be held at such times and places as may be decided upon by the Executive. They shall be called upon a resolution passed by a two-thirds majority vote of the Executive, or by the President, or upon the request in writing of not less than five (5) Personal Members of the Association.

In the case of the Special General Meeting, the meeting notice shall clearly indicate the purpose for which such meeting is called. In the case of the Special General Meeting, no business other than that mentioned in the notice calling the meeting shall be transacted thereat, unless all Members entitled to vote at that meeting are present and consent to the transaction of such other business.

Section 3: Association Events

Events of the Association may be held at such times and places as may be decided upon by the Executive. A minimum of one event will be held in any fiscal year besides the Annual General Meeting. Events may be held in collaboration with other Library Associations.

Section 4: Notice of Meetings

The notice calling any Annual or Special General Meeting shall be in writing to each Member of the Association in good standing. In the case of the Annual General Meeting 15 days' notice is required, and in the case of a Special General Meeting or Association Event 10 days' notice is required prior to the date upon which such meeting is to be held.

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 five (5) members in good standing for the transaction of business at any General Meeting of the Association.

Section 6: Order of Business

The business transacted at any Annual General Meeting of the Association shall include:

- a) the consideration and adoption of the Minutes of the last Annual General Meeting and of any subsequent Special General Meeting
- b) the Report of the President
- c) the Report of the Secretary/Treasurer

The business transacted at any Special General Meeting of the Association shall include:

- a) the consideration and adoption of the Minutes of the last General Meeting and of any subsequent Special General Meeting
- b) the Report of the President

The rules of order embodied in Bourinot's Rules of Order (latest edition) shall be used in the conduct of General Meetings to the extent permitted by the statutes and bylaws of the Association.

Section 7: 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 said Meeting. Each Personal Member is entitled to one vote and the President or Chair presiding at any such Meeting shall cast the deciding vote in the case of a tie.

Article 5: Executive of the Association

Section 1: Membership

- a) There shall be an Executive of the Association elected from amongst the Personal Members in good standing who are also members of CHLA and consisting of four (4) officers, consisting of the President, Vice President, and Secretary, and Treasurer. The Past President will serve as an ex-officio member in an advisory capacity of the Executive.
- b) There will be a one-year term for each position. All terms will begin in October and end in September of the following year. The Vice President assumes the Presidency of the Association in the following year.
- c) Persons elected to the Office of Treasurer shall not be eligible to serve for more than two (2) consecutive terms.

Section 2: Vacancy of any Executive Office

The vacancy of any Executive office shall be filled as soon as possible by nomination and election at the next General Meeting. All Personal Members will be notified in writing of the vacancy of such office and asked to submit nominations to the President. In the event that an Executive committee member is unable to complete his/her term in office, a temporary replacement shall be appointed by the sitting Executive committee until the next Annual Meeting, where the vacant position will be filled by nomination and election.

A position is considered vacant under the following circumstances:

- a) Resignation of an officer from the Executive
- OR

b) Circumstances that prevent the officer from attending meetings of the Executive and membership, and consequently from carrying out her/his duties.

Section 3: Duties of Officers

The Officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer.

The President shall:

1. organize and chair all meetings
2. hold alternate signing authority with the Treasurer in the disbursement of the Association's funds
3. prepare the Annual Report to be submitted to CHLA/ABSC prior to the Annual Conference
4. attend or ensure Chapter representation at the annual Chapter Presidents' Lunch at CHLA/ABSC Conference
5. register and participate on the CHLA/ABSC Chapter Presidents' Listserv
6. perform other duties as assigned by the membership

The Vice-President shall:

1. act in the absence of the President
2. assist the President in the performance of his/her duties
3. act as correspondent to the Journal of the Canadian Health Libraries Association (JCHLA)
4. coordinate, develop and advise members of continuing education programs sponsored by SAHLA and other library groups
5. liaise with the persons responsible for continuing education purposes in other library groups in Alberta

The Secretary shall:

1. have charge of all correspondence, including notifying all members of the Association of all Meetings, and notifying all Members of all transactions of the Association affecting their membership or duties
2. keep the Minutes of Meetings of the Association and the Executive
3. assist in the organization of meetings (e.g. book rooms, arrange refreshments, etc.)
4. maintain and update the Association Web site
5. maintain custody of the logo of the Association

The Treasurer shall:

1. administer all funds of the Association, and hold alternate signing authority with the President for disbursement of the Association's funds
2. keep a full and clear record of all financial transactions of the Association
3. present a current, written financial report at each Executive meeting
4. present an Annual statement of accounts at the Annual Meeting
5. prepare and present a budget for the following fiscal year at the Annual Meeting
6. send out membership renewal notice
7. collect fees and issue receipts
8. maintain a current registry of all members
9. send reminder and termination notices to members

Article 6: Meetings of the Executive

Section 1: Meetings

The Executive shall meet at least two (2) times a year, at the call of the President, or in his/her absence, at the call of the Vice-President.

Section 2: Powers of the Executive

a) The Executive shall:

- i) supervise generally the affairs of the Association
- ii) formulate the policies of the Association
- iii) propose new bylaws or amendments to existing ones for approval of the membership; these bylaws will be enacted after a majority vote of the membership at the Annual General Meeting

b) The Executive may establish Standing Committees as it deems appropriate from among the Members of the Association, and assign the Committees such duties and responsibilities as it deems appropriate.

Article 7: Amendment of Bylaws

1) The Executive shall have the authority to repeal, amend, or re-enact any Bylaw. Such addition, repeal, amendment or re-enactment shall have force only until the next General Meeting. If those changes are not approved by the Membership at that General Meeting, the changes shall cease to have force at that time.

2) No Bylaw altering or purporting to alter the name of the Association shall be in force or acted upon until sanctioned by two-thirds of the votes cast by Members at a General Meeting of the Association.

Draft proposed by the SAHLA Executive at their meeting on March 17, 2009 based on feedback from the membership, which was previously revised at the November 26, 2008 Executive meeting based on proposed revisions by Bylaw Revision Committee (Heather Ganshorn, Taryn Lenders and Helen Lee Robertson), November 19, 2008

N.B. For consistency within the document, we have used the word "bylaw or bylaws" rather than the hyphenated variation.