

**Alberta Association of Academic Libraries  
Revised By-Laws, proposed Spring 2020**

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**Proposed Bylaw Amendments ([Link to Current Bylaws](#))**

Existing By-Laws	Revised By-Laws
	Black - Unchanged <b>Green Bold</b> - New text <del>Red Strikethrough</del> - Deleted text

<b>2. Membership</b>	
2.4. Application for Membership  Application for Membership Institutions applying for membership are required to complete the membership application form available on the AAAL website, and submit it to the Membership Coordinator.	2.4. Application for Membership  Application for Membership Institutions applying for membership are required to complete the membership application form available on the AAAL website, and submit it to the <del>Membership Coordinator</del> <b>Treasurer</b> .
2.7.i. Record of Membership  A record of members is maintained by the Membership Coordinator and is publicly available on the AAAL website.	2.7. <del>i</del> Record of Membership  A record of members is maintained by the <del>Membership Coordinator</del> <b>Treasurer</b> and is publicly available on the AAAL website.

<b>3. Officers</b>	
<p>3.1 Executive Committee AAAL is governed by an Executive Committee comprising the Chair, Chair-Elect, Secretary/Treasurer, and Membership Coordinator.</p>	<p>3.1 Executive Committee AAAL is governed by an Executive Committee comprising the Chair, Chair-Elect, Secretary/<del>Treasurer</del>, and <del>Membership Coordinator</del><b>Treasurer</b>.</p>
<p>3.2.iii. The Nominations Committee shall solicit nominations 2 months prior to the expiry of an officer’s term. If a vacancy occurs prior to the end of a term of office, the Nominations Committee shall solicit nominations in the interim for a vacant position, with an election held at either the Fall or Annual General Meeting.</p>	<p>3.2.iii. The <del>Nominations Committee</del> <b>Chair Elect</b> shall solicit nominations 2 months prior to the expiry of an officer’s term. If a vacancy occurs prior to the end of a term of office, the <del>Nominations Committee</del> <b>Chair-Elect</b> shall solicit nominations in the interim for a vacant position, with an election held at either the Fall or Annual General Meeting.</p>
<p>3.2.iv. The Nominations Committee will shortlist a slate of nominees that includes candidate names and brief statements of interest to be sent to each voting member at least two weeks before an election takes place.</p>	<p>3.2.iv. The <del>Nominations Committee</del> <b>Chair-Elect</b> will shortlist a slate of nominees that includes candidate names and brief statements of interest to be sent to each voting member at least two weeks before an election takes place.</p>
<p>3.2.v. Should the Nominations Committee not receive any nominations for a vacant position, nominations will be accepted from the floor and nominees will provide a verbal statement of interest to the membership. Nominations will only be accepted from the floor if no nominations have been received prior to the meeting.</p>	<p>3.2.v. Should the <del>Nominations Committee</del> <b>Chair-Elect</b> not receive any nominations for a vacant position, nominations will be accepted from the floor and nominees will provide a verbal statement of interest to the membership. Nominations will only be accepted from the floor if no nominations have been received prior to the meeting.</p>

<p>3.2.vii. In the event of a tie vote, the Nominations Committee shall first conduct a recount of the ballots. Should the recount confirm a tied vote, balloting continues, retaining on the ballot all candidates who do not voluntarily withdraw.</p>	<p>3.2.vii. In the event of a tie vote, the <del>Nominations Committee</del> <b>Chair-Elect</b> shall first conduct a recount of the ballots. Should the recount confirm a tied vote, balloting continues, retaining on the ballot all candidates who do not voluntarily withdraw.</p>
<p>3.3.iv. The Secretary/Treasurer shall serve a two (2) year term of office and may hold office for up to two consecutive terms.</p>	<p>3.3.iv. The Secretary/<del>Treasurer</del> shall serve a two (2) year term of office and may hold office for up to two consecutive terms.</p>
<p>3.3.v. The Membership Coordinator shall serve a two (2) year term of office and may hold office for up to two consecutive terms.</p>	<p>3.3.v. The <del>Membership Coordinator</del> <b>Treasurer</b> shall serve a two (2) year term of office and may hold office for up to two consecutive terms.</p>

<p><b>4. Standing Committees and Working Groups</b></p>	
<p>4.2.ii. Committee members for all committees except the Nominations Committee are appointed by the Executive Committee following a call for volunteers led by the Chair-Elect. A balance of members from colleges, polytechnics, and universities from across the province is desired.</p>	<p>4.2.ii. Committee members for all committees <del>except the Nominations Committee</del> are appointed by the Executive Committee following a call for volunteers led by the Chair-Elect. A balance of members from colleges, polytechnics, and universities from across the province is desired.</p>
<p>4.2.iii. The Nominations Committee shall ordinarily be appointed and convened by the past Chair with each member serving a one (1) year term.</p>	<p><del>4.2.iii. The Nominations Committee shall ordinarily be appointed and convened by the past Chair with each member serving a one (1) year term.</del></p>
<p>4.2.iv. Committee members on committees other than the Nominations Committee shall serve 2-year terms. Terms may be renewed.</p>	<p>4.2.iv. Committee members <del>on committees other than the Nominations Committee</del> shall serve 2-year terms. Terms may be renewed.</p>

<b>5. Meetings</b>	
5.1.vi. Minutes of all AAAL meetings shall be recorded by the Secretary/Treasurer and made available to the membership via the AAAL listserv and/or website.	5.1.vi. Minutes of all AAAL meetings shall be recorded by the Secretary/ <del>Treasurer</del> and made available to the membership via the AAAL listserv and/or website.
5.1.vii. Where technology permits, members may attend meetings via remote means; however, voting may only take place in-person or by proxy.	5.1.vii. Where technology permits, members may attend meetings via remote means; <del>however, voting may only take place in-person or by proxy.</del> <b>In the event that an in-person meeting cannot take place, an online synchronous or asynchronous vote by voting or proxy members may take place.</b>
5.2.iii. Minutes of all Executive Committee meetings shall be recorded by the Secretary/Treasurer and made available to the Executive Committee.	5.2.iii. Minutes of all Executive Committee meetings shall be recorded by the Secretary/ <del>Treasurer</del> and made available to the Executive Committee.

<b>6. Voting</b>	
<p>6.i. Each institutional member must appoint a single representative, with the right to a single vote, at any meeting. The voting representative must be present, in person, at the meeting and may be any person employed by the member institution.</p>	<p>6.i. Each institutional member must appoint a single representative, with the right to a single vote, at any meeting. The voting representative <del>must be present, in person, at the meeting and</del> may be any person employed by the member institution. <b>The voting member must be present, in person, to vote at an in-person meeting, or be able to vote using online means (asynchronous or synchronous)</b></p>
<p>6.ii. Institutional members are responsible for appointing a single voting representative, and for providing via mail or email the name of the representative to the Membership Coordinator not less than 7 days prior to each meeting. The voting representative for each institution will be asked to identify him or herself at the opening of each meeting.</p>	<p>6.ii. Institutional members are responsible for appointing a single voting representative, and for providing via mail or email the name of the representative to the <del>Membership Coordinator</del> <b>Treasurer</b> not less than 7 days prior to each meeting. The voting representative for each institution will be asked to identify him or herself at the opening of each meeting.</p>
<p>6.iii In the event that an institutional member's designated voting representative is unable to attend and be present for voting, proxy voting may occur. An institutional member may appoint an employee from another institutional member as its voting proxy. Notification of such voting proxy authorization must be provided by mail or email to the Membership Coordinator by the requesting institution not less than 1 day in advance of a meeting.</p>	<p>6.iii In the event that an institutional member's designated voting representative is unable to attend and be present for voting, proxy voting may occur. An institutional member may appoint an employee from another institutional member as its voting proxy. Notification of such voting proxy authorization must be provided by mail or email to the <del>Membership Coordinator</del> <b>Treasurer</b> by the requesting institution not less than 1 day in advance of a meeting.</p>

<b>7. Auditing</b>	
7.ii. The books and records of AAAL shall be available to all members at any time upon giving reasonable notice (at least 14 days) to the Secretary/Treasurer.	7.ii. The books and records of AAAL shall be available to all members at any time upon giving reasonable notice (at least 14 days) to the <del>Secretary</del> /Treasurer.

<b>10. Custody of the Seal</b>	
10.i. The AAAL seal shall be in the custody of the Secretary/Treasurer. The seal will be affixed to the signature of the Chair and the Secretary/Treasurer.	10.i. The AAAL seal shall be in the custody of the Secretary/ <del>Treasurer</del> . The seal will be affixed to the signature of the Chair and the Secretary/ <del>Treasurer</del> .

Proposed Bylaw Amendments, Appendix A ([Link to Appendix A](#))

## APPENDIX A: RESPONSIBILITIES OF AAAL OFFICERS AND COMMITTEES

### AAAL Officers on the Executive Committee

The AAAL is governed by an Executive Committee made up of four **positions**: the Chair, the Chair-Elect, the ~~Secretary~~/~~Treasurer~~, and the ~~Treasurer~~/~~Membership Coordinator~~.

#### *Chair*

- Conduct the Fall Meeting, Annual General Meeting, and Executive Committee meetings;
- Coordinate meetings: contact hosting institution; ensure workshop committee has activities planned; set date and agenda items;
- Submit written bi-annual reports to the membership in meeting packages sent prior to Fall and Annual General Meetings;
- **Liaise with other library associations, external organizations, agencies, and government departments, and act as a spokesperson for AAAL**
- Establish objectives for the Association in conjunction with other members of the Executive;

- Authorize honoraria and other expenses;
- Maintain necessary files;
- **In consultation with other executive members**, coordinate with the AAAL Communications Committee to ensure members are aware of news and upcoming meetings
- **Call for bi-annual executive and committee reports for inclusion in the Fall and Annual General meeting packages** ~~3 weeks prior to Fall and Annual General Meetings~~

#### *Chair-Elect*

- ~~Maintain liaison with other library associations and external organizations, and ensure news and updates of interest to the association are reported at the Fall Meeting, Annual General Meeting, and via the AAAL blog and social media;~~
- Call for volunteers for **executive and** standing committee positions as needed and ensure positions are filled **and elections carried out as needed;**
- **Communicate changes to the Executive and Committee roster, including position terms, to the Communications Committee.**
- Conduct general meetings in Chair's absence;
- Perform other duties as designated by the Chair;
- Submit written bi-annual reports to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings
- Assist the Chair in conducting the Annual General Meeting e.g. leading the roundtable discussions.
- ~~Attend Executive Meetings~~ Assist Chair in coordinating Executive and Sub-Committee meetings
- **Attend Statistics & Assessments Meetings as an ex-Officio member**
- **Solicit applications for the Professional Development award and oversee award disbursement.**

#### *Secretary/Treasurer*

- Take minutes of Fall and Annual General meetings and **coordinate distribution with Communications Committee** ~~distribute such through the AAAL listserv and/or by posting to the AAAL website;~~
- **Assist the Chair in assembling meeting packages for Fall and Annual General Meetings**
- Take minutes of Executive Committee meetings and distribute to the executive;
- ~~Keep accurate records of AAAL accounts;~~
- Submit written bi-annual reports to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings;
- Create and coordinate the distribution of post-meeting evaluations to membership;
- Analyze responses from post-meeting evaluations, report to the Executive Committee and standing committees and make recommendations as appropriate;
- **Maintain Google Drive access for Executive and Committee members, as needed**
- ~~Collect membership fees;~~

- Attend Executive Meetings;

### ~~Treasurer/Membership Coordinator~~

- Maintain current **financial and** membership records, ~~files and forms for AAAL members and affiliates, along with~~ including a record of participants in the Resource Sharing Agreement;
- ~~Coordinate with the Secretary/Treasurer to~~ Collect membership fees;
- Welcome new members by email with an acknowledgment of membership fees received and a link to the AAAL's governing documents;
- Communicate
- Coordinate with the AAAL Communications Committee to ensure the website reflects current membership;
- Coordinate with Chair to send out RSVP to members for Fall and Annual General Meetings, and ensure voting members or proxy are in attendance;
- Create and coordinate the distribution of post-meeting evaluations to membership;
- Analyze responses from post-meeting evaluations, report to the Executive Committee and standing committees and make recommendations as appropriate;
- Submit the Treasurer's report at each general meeting;
- Submit accounting records to the Auditors annually and submit the audited statement to the provincial government;
- Submit written bi-annual reports to the Chair for inclusion in meeting packages Fall and Annual General Meetings;
- **Assist in distribution of Professional Development Award and paying of honoraria for invited speakers**
- Attend Executive Meetings.

### Committees

The following standing committees are not part of the Executive Committee but are created by the Executive Committee to carry out duties of the association and accomplish objectives as needed. **Committees will have a maximum of five members; each member will serve a minimum two-year, renewable term. Each committee shall appoint a convenor who will act as liaison to the Executive Committee.** Each standing committee shall submit a brief written report on its activities to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings to be added to a consent agenda in the meeting package. Verbal updates at each meeting may also be given as warranted by the Executive or standing committee members.

#### ~~Professional Development Committee (2 or 3 members)~~

[responsibility assumed by chair elect]

#### ~~Nominations Committee (3 members)~~

[responsibility assumed by chair elect]



### *Communications Committee*

- Coordinate communications of the AAAL including all social media accounts and the AAAL blog;
- Solicit and distribute news items from members on a regular basis;
- Coordinate with the Executive Committee to maintain and update the AAAL website;
- **Develop and maintain content posting and distribution guidelines, to be approved by the Executive Committee**
- Maintain the AAAL listserv.

### *Statistics and Assessment Committee*

- Collect the annual AAAL statistics from each member institution;
- ~~Check statistics as to the accuracy of computations and Compile statistics on the master form, alphabetically by name of the institution;~~ and deposit in University of Alberta Dataverse
- Ensure digital preservation and storage of AAAL statistics;
- Distribute the completed statistics via the AAAL website;
- Report on statistical trends and developments at the AAAL Annual General Meeting and Fall Meeting;
- **Identify assessment topics of interest to AAAL membership and lead/oversee inquiry in these areas.**

### ~~Workshop Committee~~ *Learning & Development Committee*

- ~~Plan a workshop or series of presentations for the Annual General and Fall meetings;~~
- **In coordination with Executive Committee, plan the professional development portion of the Fall and Annual General meetings, including: identifying theme, managing the call for and evaluation of presentation proposals, arranging keynote presenter(s)**
- **Coordinate with other committees to fulfill activities related to Fall and Annual General meetings, including: with Communications Committee, compile and post workshop/presentation materials; provide input to Membership (Secretary?) on post-meeting assessments**
- **Solicit and/or identify remote and in-person programming opportunities throughout the year, in addition to Fall/Annual General meetings**

### *Mentorship Committee*

- Call for mentor and mentee participants in annual (Sept-April) AAAL mentorship cycle
- Coordinate pairing of mentors and mentees, and offer supports to participants as needed throughout mentorship year
- Maintain and update the Mentorship section on the AAAL website as needed.
- Solicit and assess feedback from mentors and mentees at the end of each mentorship year.