

# Bylaws for Association of Alberta Health Libraries (AAHL)

Updated January 2025

## Part 1: Name

The name of the Association shall be the Association of Alberta Health Libraries (AAHL). 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 development, foster community, and facilitate communication among its members in support of high-quality health information services throughout Alberta, Canada.

## Part 3: Membership

### Section 1: Classes

1. The Association shall consist of Personal Members, and such other classes of membership as designated by the Executive and approved at the Annual General Meeting of the Association. Bylaws must be amended to reflect any changes in membership classes.
2. Personal Members shall be persons that may apply for and be granted Personal Membership in the Association, and who pay the prescribed fee.
3. 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.
4. 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

1. Payment of the prescribed membership fee shall be deemed to cover membership in the Association for one membership year which shall coincide with the CHLA reporting year, January to December.
2. 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 upon:

1. The member's resignation in writing.
2. Non-payment of membership fees after the expiration of four (4) months from the date due.

#### Section 4: Management

1. The offices of the Association shall be managed by an Executive as hereinafter provided.
2. The fiscal year of the Association shall be January to December.

### Part 4: Meetings

#### Section 1: Annual Meetings

The Annual General Meeting (AGM) of the Association shall be held at a time and place in 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, by a two-thirds majority vote of the Executive, or upon the request in writing of not fewer 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: General Meetings

General Meetings may be held at such times as decided by the Executive. A minimum of one (1) General Meeting or Association Event will be held in any fiscal year besides the Annual Meeting. Events of the Association may be held at such times and places as may be decided upon by the Executive. Events may be held in collaboration with other Library Associations.

#### 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. In the case of the Annual General Meeting, 21 days notice is required and, in the case of a Special Meeting, General Meeting, or Association Event, at least 10 days notice prior to the date upon which the meeting is to be held is required.

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 Annual General Meeting, Special Meeting, or 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 President or Chairperson presiding at any such meeting 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 Committee

The business of the Association shall be managed by the Executive whose officers shall be President, Vice-President, Past President, Treasurer 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 AAHL Executive.

### Section 2 : Governance of the Executive

1. 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.
2. The Executive may establish Committees as it may deem appropriate from among the Members of the Association.

### Section 3: Term of Office

1. 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.
2. No officer shall be eligible for re-election to the same office for more than two (2) consecutive terms.
3. There shall be a call for nominations at least one (1) month before the AGM.
4. In the event that an Executive member is unable to complete his/her term or carry out his/her duties 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, Treasurer, Past President and any such positions as designated by the Executive.

1. 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 and outlined in the Handbook
2. The VICE-PRESIDENT shall:
  - a. act in the absence of the President
  - b. assist the President in the performance of duties.
  - c. assist in the organization of meetings (e.g. book rooms, arrange refreshments, etc.)
  - d. publicize all meetings and take minutes of the meetings;
  - e. have charge of all correspondence;
  - f. assist in the organization of meetings (e.g. book rooms, arrange refreshments, etc.)
  - g. ensure that an Association website is established and maintained
  - h. perform other duties as assigned by the Executive and outlined in the Handbook
3. 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.
  - h. perform other duties as assigned by the Executive and outlined in the Handbook.
4. 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.

- d. ensures collection of archival materials and follows archival procedures as specified in Part 6 of the Bylaws;
- e. perform other duties as assigned by the Executive and outlined in the Handbook.

#### 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.

#### Section 6: Remuneration

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

#### Part 6: Archival Procedures

1. At the first Association of Alberta Health Libraries (AAHL) Executive meeting of each membership year, the Executive shall consider a donation to the Provincial Archives of Alberta (PAA) of the records assembled up to three years prior. Issues such as transferring Copyright to the PAA should be considered at this time. Any donation of Association of Alberta Health Libraries (AAHL) records to the PAA shall be approved by a motion of the Executive.
2. Following any motion to donate archival records to the PAA, the Past President shall arrange for the transfer of those records.

#### Part 7: 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 8: Amendment of Bylaws

The Executive of the Association of Alberta Health Libraries (AAHL) shall have the authority to amend bylaws. If amendments to bylaws are approved by two-thirds of the votes cast by Members at a General Meeting of the Association, these changes will be in effect after the respective meeting.

#### Part 9: Dissolution

In the event of the winding-up or dissolution of the Association of Alberta Health Libraries (AAHL), 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.