

CHURCH LIBRARY ASSOCIATION OF BRITISH COLUMBIA BYLAWS

ARTICLE I. NAME

This association shall be known as the Church Library Association of British Columbia, herein after referred to as CLABC.

ARTICLE II. MISSION

The mission of CLABC shall be to provide encouragement and guidance in the establishment and maintenance of library services in congregations of faith through such means as:

- educational Conferences at which members attend workshops and exchange ideas;
- the newsletter which provides contact between members and Council, and practical information for the operation of church libraries;
- local chapters in which members meet for problem solving, support and education.

ARTICLE III. MEMBERS

Section A. Membership

1. Membership is open to individuals, churches, church libraries or other organizations interested in church library activities upon application and payment of dues.
2. Membership shall not be restricted on the basis of race, nationality, sex or religion.

Section B. Applications

Application for membership along with required dues shall be forwarded to the Membership Secretary.

Section C. Classes of Membership

1. *Individual:* An individual member shall be entitled to vote, hold office and serve on committees upon payment of current dues.
2. *Representative of a church or church library*
 - a) A church or church library may name one representative as a member of CLABC. Upon payment of current dues, the representative of a church or church library shall be entitled to vote, hold office and serve on committees.
 - b) Each additional person from the same church or church library may join as an individual member upon payment of current dues.
3. *Other organizations:* Upon payment of current dues, any other organization shall be a

sustaining member and shall not vote, hold office or serve on committees.

4. *Honorary life members*

- a) An honorary life membership is granted in recognition of an individual's contribution to church librarianship. Recipients shall be selected by unanimous action of the Council, and be presented to the membership at an annual Conference.
- b) An honorary life member shall be entitled to vote, hold office and serve on committees without paying the current dues.

ARTICLE IV. FINANCING

Section A. Financing CLABC shall be self-sustaining.

Section B. Annual dues

- 1. The fiscal year of CLABC shall be January 1 to December 31.
- 2. Annual dues shall be as determined at CLABC's Annual Business Meeting (herein after referred to as the ABM) and set forth in the Standing Rules, provided that members who join after October 1 shall be members until the end of the current fiscal year and also for the ensuing fiscal year.
- 3. Annual dues shall be due and payable on January 1 of each year, delinquent February 1 each year.
- 4. All members shall pay dues in the amount specified in the Standing Rules. Honorary members shall be exempt from payment of dues.
- 5. Only members who have renewed by February 1 shall be entitled to the privileges of membership in CLABC.

ARTICLE V. COUNCIL

Section A. Composition CLABC's Council shall be composed of

- 1. Elected officers (Executive): President, Vice-President, Secretary, Treasurer, Membership Secretary, and the immediate Past President (Art VI, A);
- 2. Appointed officers: Archivist/Historian, Newsletter Editor, Promotions Chair, and Services Chair (Art VII, A);
- 3. One representative from each Chapter, who shall be the Chapter President or designate (Art VIII, D).

Section B. Vacancies

1. Vacancies on the Council among Elected or Appointed officers shall be filled as specified in Art VI, F and G, and in Art VII, D.
2. Each Chapter shall be responsible for appointing its own representative to Council.

Section C. Authority The Council shall

1. Carry on the work and fulfill the purposes of CLABC as specified in and subject to the Bylaws.
2. Act for the membership between CLABC's ABM's.
3. Establish policies of CLABC consistent with the Bylaws and subject to the ratification of the membership.

Section D. Meetings The Council shall hold regular meetings as specified in the Standing Rules, and shall hold special meetings as may be called by the President or any three members of the Council.

ARTICLE VI. ELECTED OFFICERS

Section A. Elected Officers

1. Elected officers of CLABC shall be the President, Vice-President, Secretary, Treasurer, and Membership Secretary.
2. These officers, along with the immediate Past President, shall constitute CLABC's Executive.

Section B. Nominating Committee

1. At the last Council meeting in the fiscal year preceding that in which two-year terms expire, the Council shall appoint a Nominating Committee of three (3) members, one of whom shall be the Past President.
2. The Past President shall be Chair of the Nominating Committee.
3. The Nominating Committee shall present a slate of Nominations for office at the first Council meeting in the fiscal year in which two-year terms expire.

Section C. Nominations from the floor Further nominations may be made from the floor at the ABM, provided the nominee is present or has given written consent.

Section D. Elections

1. Election of the Vice-President, President, Secretary, Treasurer, and Membership Secretary shall be held during CLABC's ABM.
2. Individual members and designated representative of congregations shall be eligible to vote, provided that dues have been paid for the current year. Honorary members shall also be eligible to vote.

3. Election shall be by ballot except that, when there is only one candidate for office, the vote may be by voice or by show of hands.
4. All officers shall receive a majority (50% plus one) of the votes cast. If any ballot does not show a majority, the candidate having the least number of votes shall be dropped from the ballot and re-balloting shall continue until a majority is obtained.

Section E. Term

1. The term of office for the Vice-President, President and Past President shall be two years.
2. The Vice-President, President and Past President shall not serve full consecutive terms in the same office.
3. The Secretary, Treasurer and Membership Secretary may stand for re-election in full two-year consecutive terms to a total of eight years.
4. Officers, with the exception of Treasurer, shall take office at the close of CLABC's ABM and shall serve two years or until resignation, death or other removal from office. The outgoing Treasurer shall remain in the position to transact business on CLABC's bank account for one month after the close of the ABM.
5. A President who does not complete the two-year term shall be considered a Past President of CLABC, but shall not assume the role of immediate Past President while there is an incumbent.

Section F. Vacancy in the office of President

1. In the event of a President's resignation, death or other removal from office, the remaining term of office shall be filled by the Vice-President.
2. In the event of a President's resignation, death or other removal from office and where the Vice-President does not fill the remaining term of office
 - a) Council shall appoint an interim President to serve until the CLABC's ABM, and
 - b) an election for President shall be held during CLABC's ABM
3. An appointee who has served as interim President may stand for election to a full two-year term.

Section G. Vacancies in elected offices other than President

1. Vacancies in offices of Vice-President, Secretary, Treasurer, and Membership Secretary shall be filled at the direction of the President in consultation with other members of the Council.
2. The President shall inform all Chapter Presidents of such appointments in writing. The President shall also advise the general membership of such appointments by notice in the next issue of the newsletter or at the ABM, whichever is sooner.

3. Appointees as Vice-President, Secretary, Treasurer and Membership Secretary shall serve the term remaining in the vacancy. At the end of the remaining term, appointees shall be eligible to stand for election to the same office and for re-election, subject to Art VI, E.

Section H. Duties of elected officers

1. The President shall:
 - a) call and preside at all Council meetings;
 - b) preside at CLABC's ABM;
 - c) appoint all appointed officers in consultation with the Council;
 - d) appoint standing and special committees as required with the approval of the Council
 - e) make appointments to vacant elected and appointed offices and inform members as specified in Art VI, G and Art VII, D;
 - f) be member ex officio of all committees;
 - g) sign all legal documents together with another member of the Executive;
 - h) compile and submit an annual report of the Council for the ABM;
 - i) represent CLABC and have general supervision of CLABC's activities;
 - j) submit to the Archivist/Historian, as applicable, appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
 - k) perform other such duties as may be required.
2. The Vice-President shall:
 - a) in the absence or incapacity of the President, preside at Council meetings and at CLABC's ABM;
 - b) serve as the Council's liaison with the Conference Committee;
 - c) submit an annual report at the President's direction;
 - d) submit to the Archivist/Historian, as applicable, appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
 - e) perform other such duties as may be required.
3. The Secretary shall:
 - a) record the minutes of all Council meetings and CLABC's ABM
 - b) after approval by the President, distribute copies of Council meeting minutes and ABM minutes to Council members;
 - c) conduct correspondence as directed by the President and/or Executive;
 - d) inform members of changes to the Bylaws (Art X, C), and to Standing Rules as specified;
 - e) submit to the Archivist/Historian, as applicable, appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
 - f) perform other such duties as may be required.
4. The Treasurer shall:
 - a) receive dues and deposit them in an account established in the name of CLABC;
 - b) record all receipts and disbursements;
 - c) forward to the Membership Secretary any membership applications received;
 - d) issue cheques for financial obligations incurred by the Council on behalf of CLABC and as approved in the budget;

- e) prepare and present an itemized statement of receipts and disbursements for each Council meeting, and a statement from January 1 to December 31 for CLABC's ABM;
- f) prepare and present a proposed budget for the current fiscal year at CLABC's ABM;
- g) remit to Chapters an annual per-member rebate as specified in the Standing Rules;
- h) remit to new Chapters a one-time establishment grant as specified in the Standing Rules;
- i) submit books and financial statement for audit (review) at the end of the fiscal year and/or on request of the Council;
- j) submit to the Archivist/Historian, as applicable, appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
- k) perform other such duties as may be required.

5. The Membership Secretary shall:

- a) receive dues and applications from new and renewing members;
- b) remit dues to Treasurer;
- c) assign each member to a Chapter as selected on membership application or, if no preference given, to the chapter nearest the member's home address, if practical;
- d) inform the member and the Chapter President of the chapter assignment;
- e) prepare and send out new-member packet upon receipt of application and dues;
- f) maintain an up-to-date membership list, distributing a master membership list to Council members at the first Council meeting of the fiscal year, and updates at Council meetings throughout the year;
- g) provide the Newsletter Editor with changes and additions to the membership list as agreed times ahead of each issue;
- h) with Promotions, review the membership brochure each year, and bring suggestions to the fall Council meeting for discussion;
- i) submit an annual report at the President's direction;
- j) submit to the Archivist/Historian, as applicable, appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
- k) perform other such duties as may be required.

6. The Past President shall:

- a) chair the Nominating Committee in an election year;
- b) submit an annual report at the President's direction;
- c) submit to the Archivist/Historian, as applicable, appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
- d) perform other such duties as may be required.

Permanent records of each office shall be transferred to successors within one month of the close of the ABM, or as directed by the President.

ARTICLE VII. APPOINTED OFFICERS

Section A. Officers Appointed officers shall be Archivist/Historian, Newsletter Editor, Promotions Chair and Services Chair.

Section B. Appointment Appointed officers shall be appointed by the President in consultation with the Council.

Section C. Term of office The term of office shall be two years. Appointed officers may serve additional terms to a maximum of eight years, if requested by the President in consultation with the Council.

Section D. Vacancies

1. Vacancies among appointed officers shall be filled at the direction of the President in consultation with other members of the Council.
2. The President shall inform all Chapter Presidents of such appointments in writing. The general membership shall be advised of the appointment by notice in the next issue of the newsletter or at the ABM, whichever is sooner.
3. Appointees to appointed office shall serve the term remaining in the vacancy. After completing the vacancy, appointed officers may serve additional terms if requested by the President in consultation with the Council.

Section E. Duties of appointed officers

1. The Archivist/Historian

NOTE: *As of 2014, all of CLABC's past records have been converted to digital format and all new records will be stored and maintained in digital format. CLABC will no longer accept non-digital artifacts for storage.*

The Archivist/Historian shall:

- a) collect, collate and store all of CLABC's appropriate records (such as documents, correspondence, reports, newsletters, photographs) in a digital format;
- b) ensure that CLABC's digital records are stored in a safe and secure manner;
- c) prepare summaries of CLABC's history as requested by the Executive;
- d) submit an annual report at the President's direction;
- e) submit appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
- f) perform other such duties as may be required.

2. The Newsletter Editor shall:

- a) contact Council members and the general membership with news, reviews and helpful information for library ministry through the newsletter;
- b) provide Council members and the general membership with deadlines for inclusion of any reports or articles for the newsletter;
- c) prepare complete and edited drafts of the newsletter in time for formatting and publication as specified in the Standing Rules;
- d) provide the webmaster contact with a file of each newsletter;
- e) submit an annual report at the President's direction;
- f) submit to the Archivist/Historian, as applicable, appropriate documents, correspondence, reports, newsletters, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
- g) perform other such duties as may be required.

3. The Promotions Chair shall:
 - a) advertise and promote CLABC at the provincial level;
 - b) confer with the Council regarding priorities in such advertising;
 - c) maintain liaison with chapters regarding their needs for advertising which may be part of promotion at the provincial level;
 - d) provide advice to chapters as needed for local chapter promotion;
 - e) submit to the Council an annual request for funding of promotion work;
 - f) with Membership Secretary, review the membership brochure each year and bring suggestions to the fall Council meeting for discussion;
 - g) submit an annual report at the President's direction;
 - h) submit to the Archivist/Historian, as applicable, appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
 - i) perform other such duties as may be required.

4. The Services Chair shall:
 - a) maintain an up-to-date collection of CSLA Guides for display only at the annual Conference;
 - b) refer members to library suppliers, bookstores, other library associations, and other relevant sources of materials for church libraries, as needed;
 - c) update on a regular basis the information sheets on items in b) above for the new member packages and forward this information to all members of Council;
 - d) submit an annual report at the President's direction;
 - e) submit to the Archivist/Historian, as applicable, appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated, and
 - f) perform other such duties as may be required.

Permanent records of each office shall be transferred to successors within one month of the close of the ABM, or as directed by the President.

ARTICLE VIII. CHAPTERS

Section A. Purpose Chapters arrange programs and activities for problem solving, support and education of their members.

Section B. Establishment The Council shall establish a Chapter at the request of five or more members representing three active church libraries in a geographic area.

Section C. Membership All members of a Chapter shall be fully paid-up members of CLABC (individual members of CLABC, designated representatives of churches, representatives of other organizations) or honorary life members, as defined in Art III, Section C.

Section D. Operation

1. Each Chapter shall elect its own officers.

2. Each Chapter is also entitled to send one representative to serve on the Council. This representative shall be the Chapter President or designate.

3. The President of each Chapter shall submit an annual report at the direction of the Association President.
 - a) Submit to the Archivist/Historian appropriate documents, correspondence, reports, photographs in digital format (i.e. PDF or JPEG) as they are generated.

Section E. Standing

1. To remain in good standing, a Chapter must maintain membership of five or more current members of CLABC, as defined in Art III, Section C.
2. When membership of a Chapter falls below five current members and remains below five for one year, that Chapter shall be dissolved. At the discretion of Council, assets of the Chapter shall be returned to CLABC.

Section F. Division When membership of a Chapter reaches 30, the Executive shall encourage the Chapter to divide on geographic lines.

Section G. Financing

1. In its first year of operation, a Chapter shall receive an establishment grant from CLABC in the amount specified in the Standing Rules.
2. Each Chapter shall receive an annual per-member rebate from CLABC in the amount specified in the Standing Rules.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall apply on all questions of procedure and parliamentary law not specified in these Bylaws, and as they are consistent with these Bylaws.

ARTICLE X. AMENDMENTS

Section A. Amendment at Council meetings

1. The Bylaws may be amended by a two-thirds (2/3) vote in favour at any regular Council meeting provided that
 - a) the President and Secretary receive written notice of proposed amendment at least 30 days before the meeting, and that
 - b) Council members receive written notice of the proposed amendment from the Secretary at least 14 days before the meeting.
2. Such amendment shall take effect immediately but must be ratified at CLABC's next ABM.

Section B. Amendment at ABM's

1. The Bylaws may be amended by a two-thirds (2/3) vote in favour at CLABC's ABM provided that
 - a) the President and Secretary receive written notice of the proposed amendment at least 90 days

before the meeting, and that

- b) members receive notice of the proposed amendment in the next issue of the newsletter.

Section C. Revision of Bylaws Within 60 days after any amendment, or ratification of amendment, to the Bylaws at CLABC's ABM, the Secretary shall issue revised Bylaws to all Council members. The general membership shall be notified by publication of the amendment in the next issue of the newsletter.

ARTICLE XI. DISSOLUTION CLAUSE

In the event that CLABC is dissolved for any cause, its assets shall be realized, and after payment of debts the balance of funds shall be disbursed at the discretion of the Council to religious, educational, and/or charitable organizations or organizations with similar purposes as CLABC.

Adopted: April 4, 1999

Amendments ratified June 5, 1999; April 16, 2005

(Muriel Ounpuu, President)

Amendments ratified (VI B 1, 3) March 28, 2009

(Olive Batchelor, President)

Amendments ratified April 21, 2012:

- (1) Organization Name Change (formerly known as the Congregational Libraries Association of BC)

- (2) Addition of Dissolution Clause (Art XI)

(June Wynne, President)

Amendments ratified [I; II; V A(1); V A(3); VI D(1); VI D(4);

VI E(4); VI H; VI H(3)(e); VII E(1&2a-e); VII E(2);

X C] April 2, 2016

(Margaret Conn, President)