

## Standing Orders of the Nova Scotia Library Association

Last Revised: October 2019

### 1. Annual Conference

- A. NSLA will hold an annual fall conference which will include the annual general meeting. Each conference will be hosted by a regional library, according to the following rotation:
    - 2016 – PARL
    - 2017 – AVRL
    - 2018 – WCRL
    - 2019 – SSPL
    - 2020 – CBRL
    - 2021 – ECRL
    - 2022 – CEHPL
    - 2023 – CURL
    - 2024 – HPL
    - 2025 – PARL
    - etc.
  - B. The NSLA board, in consultation with the hosting regional library, will appoint a Conference Program Committee Convenor. The Convenor is a member of the Board.
  - C. If requested, the Board of Directors shall approve a conference advance for the Program Committee in November of each year. This sum shall be up to \$1000.00. Any profits or losses from joint NSLA/LBANS conferences will be shared according to the following ratio: 2/3 NSLA, 1/3 LBANS.
  - D. The Conference Program Committee will recommend conference registration fees for approval by the NSLA board. Registration fees for non-NSLA members will be higher than for NSLA members by at least as much as the annual personal membership fee.
  - E. The Conference Program Committee will recommend fees for conference exhibitors for approval by the NSLA Board.
  - F. NSLA will keep separate receipt books for membership and for conference registration fees.
  - G. The Program Committee will submit a complete Conference Income/Expense breakdown to the NSLA Treasurer within 90 days of the end of the Annual Conference. This report is to be published in the post-conference newsletter.
2. The Chairperson of each committee is referred to as 'convener'. The convener chairs the meeting.

### 3. **Job Descriptions:**

A. Year-end committee reports are included in the Pre-Conference issue of the NSLA newsletter.

#### B. President

To preside over and conduct meetings and be ex-officio member of all committees except for the nominating committee.

Typical Duties:

- To oversee and coordinate the work of the Board of Directors, ensuring that the purpose of the Association, its bylaws and standing orders are followed, and that the deadlines set forth in the NSLA calendar are met.
- To call, preside over, and conduct the Annual General Meeting, four (minimum) Board of Directors meetings, Executive Committee meetings as required.
- To issue quarterly reports, which are published in the NSLA newsletter.
- In conjunction with the Secretary, to maintain the NSLA files.
- In conjunction with the Secretary, to conduct the correspondence of the Association.
- To co-sign cheques issued by the Treasurer.
- To solicit sustaining contributions from selected organizations.
- To seek to monitor and improve NSLA's performance by soliciting feedback from members and representatives of sustaining contributors and be being responsive to their criticisms and suggestions.
- To prepare a report for the Annual General Meeting.

#### C. Vice President/ President Elect

Typical duties:

- To preside over and conduct meetings in the absence of the President and to act as President-Elect of the Association.
- To prepare a report for the Annual General Meeting.
- To maintain an orientation guide for NSLA board positions and share relevant information with prospective and current board members.
- To provide board members with up-to-date orientation guides for their positions.
- To assume the typical duties of the Past-President should the Past-President be unable to serve as a Member of the Board.
- To assume the typical duties of the Past-President when that position is vacant.

#### D. Treasurer

Typical duties:

- To keep and maintain the financial records for the organization, prepare the budget and prepare an annual financial statement for submission to the Financial Examiner in time for its distribution at the Annual Meeting.

- To sign all cheques which shall be co-signed by the President or Vice-President.
- To arrange for bank accounts (savings and chequing) for the Association. Direct the previous executive to arrange a transfer of funds from the previous account to the new account, if necessary.
- To maintain records of all financial transactions of the Association that are less than seven years old and ensure secure destruction of all financial records that are more than seven years old.
- To work with the Finance Committee to have a budget ready for Executive approval.
- To inform the Executive and Finance Committee of the financial standing of the association at each executive meeting and at any other time as necessary.
- To submit financial reports for each issue of the NSLA newsletter.
- To consult with the Executive and Finance Committee of the financial standing of the association as necessary.
- To consult with the Executive Committee to choose an auditor for the accounts.
- To have accounts audited by September 15th (two weeks after end of fiscal year).
- To arrange the annual auditing of Association accounts.
- To prepare a report for the Annual General Meeting.
- To collect membership fees and issue receipts.

#### E. Past-President

##### Typical duties:

- To chair the Norman Horrocks Award for Library Leadership, the Emile Theriault Library and Information Technology Award, and the NSLA Conference Bursary committees; including selection of other committee members, issuing Calls for Nominations, convening the committees to review nominations, and selecting the recipients of the awards.
- To prepare the information about the recipients of the Norman Horrocks Award for Library Leadership and the Emile Theriault Library and Information Technology Award which will be used in presenting the awards at the annual conference, and to ensure that a press release announcing the names of the recipients is written and sent out to appropriate media contacts.
- To contact the appropriate schools for the recipients of the NSLA Award for School of Information Management Graduate and the NSLA Award for Library and Information Technology Student, and arrange for a board member to present each award (certificate, cheque, and membership).
- To prepare a report for the Annual General Meeting.

## F. Secretary

An elected position, the Secretary serves on the NSLA Executive Committee and on the NSLA Board of Directors.

Typical duties:

- To attend the Annual General Meeting, the Board of Directors and Executive Committee meetings.
- To record attendance at all meetings, to take the minutes of all meetings, to keep a list of the time and place of meetings and in conjunction with the President, to conduct the correspondence of the Association.
- To type, reproduce, and distribute the minutes of a meeting and separate list of actions arising from the minutes to the President and other Board members, including committee members, within one month following adjournment of the meeting. Once minutes are approved, the Secretary and the President of the Association will co-sign the approved minutes.
- To collect a copy of all reports submitted by the Executive, Committees, or Interest Groups at the Annual General Meeting.
- To issue a summary report of the Annual General Meeting to be published in the NSLA newsletter's fall (post-conference) issue.
- To notify the Registrar of the Joint Stock Companies of the NSLA's new slate of officers and any revisions to the bylaws and standing orders.
- To maintain (in conjunction with the President) the NSLA files, which are to include agendas, minutes, programs, bylaws, reports, correspondence, financial statements, newsletters, press releases, etc. and to hand over these files to the incoming Secretary at the Board changeover.
- To compile and distribute to all Board members and non-voting delegates a list of current NSLA contact names. This list will include the name, mailing address, e-mail address, and phone and fax numbers for each Executive member, the conveners and members of standing committees, and the non-voting delegates from the Nova Scotia library associations. The list should normally be distributed within the six weeks following the Annual General Meeting.
- To compile and distribute to all Board members a routing slip containing the name and mailing address of each Board member.
- To keep a record of all nominations made from the floor during elections and to obtain the written consent of the nominee(s).
- To answer general inquiries about the Association.
- To ensure records that are more than three years old are transferred to Nova Scotia Archives every three years.
- To maintain an up-to-date file of the last three years' issues of NSLA newsletters

#### G. Membership Convener

Typical duties:

- To recruit new members.
- To ensure membership cheques are sent in a timely fashion to the Treasurer for deposit.
- To compose and send welcome or renewal thank-you notes.
- To send renewal notices well in advance (approximately one month).
- To keep the membership database current.
- To prepare a report for the Annual General Meeting.

#### H. Website Convener

Typical duties:

- To oversee the maintenance of the NSLA website with a view to having all information & links current
- To maintain and moderate NSLA listserv
- To investigate new technologies of benefit to NSLA

#### I. By-Laws Committee Convener

Typical duties:

- To form a committee to review all matters relating to the By-laws and Standing orders of the association.
- To appoint two members to serve on standing committee.
- To conduct a preliminary discussion with the Bylaws Committee of proposed amendment(s) received from the membership.
- To prepare details of any changes for the approval of the Board of Directors.
- To prepare and submit a report of any changes for the pre-conference NSLA newsletter.
- To prepare a report for the Annual General Meeting.
- To update the Bylaws and Standing orders documents and forward copies to: the Secretary of the Association for onward transmission to the Registrar of Joint Stock Companies of Nova Scotia

#### J. Newsletter Convener

Typical duties:

- To organize the publication of a regularly scheduled newsletter to keep the membership posted on the activities of the Association and its members.
- To publish and distribute the newsletter to the membership and contributors in a cost-effective manner.
- To publish pre- and post- conference editions of the newsletter each year, as well as at least one other edition at another point in the year.
- To ensure that the pre-conference edition of the newsletter includes conference information, the date and time of the Annual General Meeting, and information related to any proposed bylaw changes.
- To establish and maintain contacts from libraries across the province in order to collect information for the newsletter.

- To establish contacts with other library-related organizations in order to collect information for the newsletter.
- To remind contacts and members of copy deadlines.
- To ensure that information pertinent to all levels of library service is included in the newsletter.
- To ensure that two copies of each newsletter are sent to the Library and Archives of Canada, and one copy each to the Killam Library of Dalhousie University, NSARM, and the Nova Scotia Provincial Library.
- To prepare a report for the Annual General Meeting.

#### K. Nominations Convener

Typical duties:

- To invite applications from the membership and to prepare a slate of officers to be voted on at the annual meeting.
- To proceed in accordance with NSLA Bylaws.
- To appoint two members to serve on a standing committee.
- To publish a call of nominations in the NSLA newsletter.
- To publish the proposed slate of officers in the pre-conference NSLA newsletter.
- To maintain NSLA Nominating Committee Files.
- To prepare a report for the Annual General Meeting.

#### L. Conference Program Committee Convener

Typical duties:

- To organize all aspects of the Annual Conference. He/she is the chair of the Conference Program Committee.
- To attend each board meeting to update the Board of Directors on the plans of the committee.
- To choose program committee members, one of which should be a current NSLA Board member.
- To prepare a report for the Annual General Meeting.

#### M. Public Relations and Promotions Convener

Typical duties:

- To publicize the activities of NSLA through news releases and other media contacts
- To act as liaison for the association and other library-related groups for exchange of information about each other's activities, and for possible co-sponsorship of events such as Library week, workshops, etc.
- To seek out and sustain Fund-raising opportunities
- To work with the Continuing Education Convener to plan and promote professional development opportunities offered by NSLA other than the annual conference
- To ensure that NSLA's professional development events follow NSLA's First Nations Acknowledgement Protocol

- To establish a committee responsible for NSLA's representation at Hal-Con

#### N. Professional Development Convener

##### Typical duties:

- To appoint two members to serve on standing committee.
  - To assist with publicity for the Education Institute Programs.
  - To coordinate opportunities for continuing education for NSLA members.
  - To act as the Association's representative on the Partnership's Education Committee.
  - To work with the Public Relations and Promotions Convener to plan and promote professional development opportunities offered by NSLA other than the annual conference.
  - To chair the Professional Development and Support Fund Committee; including selection of other committee members, issuing Call for Applications, convening the committee to review applications and to select grant recipients.
4. An NSLA archives is established at the Nova Scotia Archives and Records Management (NSARM) in accordance with the policies of the NSARM and agreements negotiated between NSARM and the Association.
  5. NSLA adopts the Canadian Library Association statement on intellectual freedom. All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom. It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups. Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

CLA. COUNCIL 26/06/74

CLA. COUNCIL 17/11/83

CLA. COUNCIL 18/11/84

6. NSLA Conference registration fees be recommended by the Program Committee and set by the Board.
7. Upon taking office a sum of \$50 petty cash may be made available to each NSLA committee chairperson for committee related activities.
8. The NSLA reserve fund be used at the discretion of the Board of Directors and reported to the Association and newsletter.
9. Nova Scotia Library Association maintains a reserve fund of at least \$1000.
10. A Board of Directors meeting allowance be allowed to members traveling more than 50 km round-trip for the meeting to assist with expenses incurred. Application for this funding must be made to the Treasurer with the submission of appropriate kilometrage, to be reimbursed at the current kilometrage rate for the Province of Nova Scotia to a maximum of \$100. Where the cost of traveling to attend an NSLA board meeting exceeds \$100, a board member may request additional funding. In such a case, NSLA may consider reimbursing up to 50% of the total cost (including the aforementioned \$100). Any such consideration will depend on the organization's current financial situation and the discretion of the Board. Receipts will be necessary, as will a letter from the board member's employer stating the amount of the travel expenses that will be covered by that organization. Board members are strongly encouraged to travel together whenever possible.
11. NSLA will assist with funding for the NSLA representative invited to attend the Partnership meetings or other meetings and activities as deemed appropriate by the Board. Funding will depend on the annual budget and go towards travel and accommodations expenses not covered by another organization. Receipts must be provided for reimbursement purposes.

## 12. Awards and Grants

The Board of Directors shall decide each year the amount given to the recipients of the following awards: NSLA Award for Dalhousie School of Information Management Graduate, NSLA Award for Library and Information Technology Student and the NSLA Conference Bursary.

A. The Board of Directors shall decide each year the amount given to the recipients of the following awards: NSLA Award for Dalhousie School of Information Management Graduate, NSLA Award for Library and Information Technology Student, and the NSLA Conference Bursary.

B. NSLA shall accept nominations each year for the Norman Horrocks Award for Library Leadership and the Emile Theriault Library and Information Technology Award, with recipients to be selected by committee.



C. NSLA shall accept applications for the Professional Development and Support Fund, with grant recipients selected by committee when funds allow.

**13. Electronic meetings**

The Board of Directors and Committees may hold meetings by electronic means provided that all members of the Board or Committee consent. All such meetings may be conducted in accordance with established NSLA procedures such as notice of meeting and quorums.

**14. Official Agent**

The board will appoint an official agent for a renewable term of three years. The official agent will ensure that all required information and fees are forwarded to the Registry of Joint Stock Companies.

**15. Financial Examiner**

The membership shall elect for a two (2) year term one of their members who is not an officer of the Association to examine the report on the completeness and accuracy of the financial records of the association. The position requires an understanding of accounting for non-profit organizations and familiarity with the procedures followed by library or other professional associations. This report shall be made to each annual meeting before the financial statement is accepted. Typical duties:

- To meet with the Treasurer and clarify record keeping methods and procedures.
- To examine accounts and report in writing as to their completeness and accuracy at the end of each fiscal year.

**16. Donations**

Contingent on available funding, the Board of Directors may approve donations to other organizations. Donations must be used for activities that reflect the values of NSLA and/or promote NSLA as an association. Donations must have perceived benefit to members and those in the Nova Scotia library community. NSLA must receive official recognition for all donations.

**17. CFLA/FCAB**

When NSLA is a member of CFLA/FCAB and it is NSLA's turn to nominate the regional representative, the current NSLA board will nominate NSLA's representative. If possible, this should be either the president or vice-president. If neither of these people is able to fulfill this duty, the current NSLA board will select a different board member deemed to have adequate experience to represent NSLA.

**18. First Nations Acknowledgement Protocol**

NSLA acknowledges that we are on the ancestral and unceded lands of the Mi'kmaq people. NSLA will formally acknowledge this by:

- A. Reading a statement at the commencement of formal NSLA events such as the conference opening and AGM. The statement read will be the current acknowledgement protocol as established by the Government of Nova Scotia
- B. Reading the following statement at the commencement of other NSLA events such as meetings and workshops: “We (I) would like to begin by acknowledging that we are in Mi’kma’ki, the ancestral and unceded territory of the Mi’kmaq People.”