Alberta Association of Academic Libraries

AAAL Annual General Meeting - Spring 2011 Agenda

Thursday, April 14th, 2011

9:00 am – 3:45 pm

Room A1085-1 — Ambrose University College

150 Ambrose Circle SW, Calgary, AB T3H 0L5

(for additional information on parking, lunch etc, please see **Additional Information**)

9:00

Refreshments & Socializing

- Special Thanks to *Ambrose University College* (AUC) for hosting this meeting and to *Grant MacEwan University* (GMU) & *Alberta College of Art & Design* (ACAD) for sponsoring the Coffee Breaks.

9:35

Welcome & Introductions

- Approval of and additions to agenda
- Approval of minutes of the 2010 November 18 meeting.

Executive reports

- Chair: Brad Neufeldt
- Secretary/Treasurer: Sheila Clark
- Director-at-large: Isobel Rancier

Committee & Working Group Reports

- Newsletter [Terry Donovan]
- Workshop committee report: [Sonya Betz & Valla McLean]
- AAAL statistics: [Susan Brayford]
- Membership Ad Hoc Committee [Liz Fulton-Lyne, Sheila Clark, Eve Poirier]
- AAAL Webmaster Report [Sona Macnaughton]
- CTCL update: [Keith Walker on behalf of Anne Marie Watson]
- TAL update: [Fiona Dyer]

Elections

1. Workshop Committee Nominations:

   - Lisa Shamchuk;
   - Tara Stieglitz;

2. Confirmation of AAAL webmaster:

   - Sona Macnaughton

Business

1. Proposed amendments to Section 2, Part IV & Part VI of the AAAL Bylaws

2. Canadian Library Association sponsorship (item #4 under "Business Items" in the 2010november18 minutes - attached)

- Background - In the past, AAAL provided $200.00 toward the CTCL Innovation Librarian award, but in this transition year CLA is not providing any monetary awards. It was suggested and discussed that the AAAL sponsorship continue and be applied to the 2011 AGM. AAAL provided $200.00 sponsorship towards the 2011 CLA Conference. It was decided to revisit the topic of AAAL's sponsorship of the CLA at the Spring 2011 meeting.
- Question – in light of the CTCL update delivered by Keith Walker on behalf of Anne Marie Watson, what should be our course of action / decision with respect to AAAL sponsoring the CTCL or CLA.

LIST OF MOTIONS TO BE TABLED

1. That the agenda for 2011 April 14 be approved as circulated;
2. That the minutes for 2010 November 18 be approved as circulated;
3. That the Executive Reports for 2011 April 14 be approved as presented;
4. That the recommendations made by the Membership Ad Hoc Committee be accepted and that the appropriate amendments be made to the AAAL bylaws for approval at the 2011 Fall Meeting.
5. That the proposed amendments to Section 2, Part IV & Part VI of the AAAL Bylaws be approved as presented;
6. Additional Motions to be tabled . . . .

Next Meeting

- proposed date: Thursday, November 17, 2011 (**NOTE:** This is usually set to coincide with the date for the TAL spring BoD meetings the next one occurring Friday, November 18, 2011)
- Proposed Location: any Edmonton volunteers
- Mary-jo Romaniuk <mary-jo.romaniuk@ualberta.ca> has put forward the University of Alberta Libraries as a volunteer sponsor for the Fall 2011 Meeting coffee break. Thank you.

10:30

<break>

Roundtable Discussion

- Developments at your institution

12:00 - 1:00

Lunch

- Special Thanks to *Ambrose University College* for arranging catering.

Tour

- Please talk to our host Sandy Ayer (SAyer@ambrose.edu).

WORKSHOPS

1:00- 1:45

WorldCat & PubGet

- *SYNOPSIS:* Presentation on Concordia UC's implementation of WorldCat Local and their participation in the PubGet pilot project to load all of their electronic periodical holdings into the WorldCat Knowledgebase.

- *PRESENTER:* Dan Mirau, Concordia University College

1:45-2:30 pm

Librarian as Volunteer

- *SYNOPSIS:* In 2007 after hearing about the experiences of a woman recently incarcerated at the Edmonton Institution for Women a small group of librarians formed the Greater Edmonton Library Association Prison Library & Reintegration Committee. The committee now consists of over 20 volunteers passionate about helping women in prison. From book drives to book clubs to book exchanges and storybook readings hear about ways you can become engaged in community outreach.

- *PRESENTER:* Valla McLean, Grant MacEwan University

2:30-3:00 pm

<break>

3:00-4:00 pm

Digital & Media Literacy @ RDC

- *SYNOPSIS:* The ability to interact with information across a variety of technological platforms, tools and media is a vital skill for students and faculty to possess in contemporary learning and workplace environments. This session will address challenges and opportunities academic librarians and staff at RDC Library have experienced in seeking to foster patrons' digital and media literacy skills.

- PRESENTERS: Kristine Plastow, Robyn Hall & Teneil Vuori, Red Deer College Library

ADDITIONAL INFORMATION

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Directions

Address & Map

- Ambrose University College - 150 Ambrose Circle SW, Calgary, AB T3H 0L5
- A map is available online @ https://www.ambrose.edu/page.aspx?pid=560

Directions via Calgary Public Transit

Getting to Ambrose UC from the Calgary airport will likely take at between 1 and 1.5 hours.

(Please check these directions against the Calgary Transit website @ http://www.calgarytransit.com/)

1. Take the Calgary Transit bus # 100) to the McKnight-Westwinds LRT station
2. Take the C-train down town and get off at the seventh street terminal. The C-train runs along 7th Ave.
3. Walk one block north to 6th Ave. to catch a 301 bus. There should be a stop between 8th St and 9th St.
4. Take the 301 to the end, which is a bus loop.
5. Take the shuttle buses at the bus loop (ask the 301 bus driver which one to take to get you to Ambrose UC - it's on Springborough Blvd.)

TIP: For those of you who will be attending the TAL Board of Directors Meeting you may be able to arrange taxi pooling. I recommend using the AAAL listserv to help coordinate.

Parking

For those of you who are driving, parking is available for $1.50/hr. to a max of $6.00 per day.

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Costs

- Lunch will cost $20.00 and payment is by cash on April 14th.

Alberta Association of Academic Libraries

Fall 2010 Minutes
Thursday, November 18th, 2010
9:00 am – 3:45 pm
Grant MacEwan University – South Campus, Room 101
7319 - 29 Avenue, Edmonton, AB T6K 2P1

9:00-9:45 am: Coffee, refreshments and socializing.

9:45-10:30 am

Welcome:

Brad Neufeldt (Chair) thanked Grant MacEwan University Library for hosting the meeting at the South Campus and for arranging the lunch. He also thanked Medicine Hat College Library and St. Mary's University College Library for sponsoring the two coffee breaks. Thanks were also made to Sonya Betz & Valla McLean for organizing the afternoon workshops. The Secretary/Treasurer, Sheila Clark, sent regrets that she was not able to attend because of poor road conditions.

Approval of and additions to Agenda:

Additional agenda item to Business Items: Process for welcoming new members.
Additional agenda item to Business Items: CLA sponsorship.
Eve Poirier moved for approval of the Agenda.
Agenda approved.

Approval of Minutes of April 15, 2010:

Isobel Rancier moved for approval of the Spring 2010 Meeting Minutes of April 15, 2010.
Minutes approved.

Executive Reports:

Chair: Brad Neufeldt

Brad reviewed the AAAL agenda and introduced the new Executive Committee. He discussed recent updates he's made to the website (including membership criteria and an application form), and to the association's directory of librarians. Two key areas of today's meeting will be to find a new webmaster for the AAAL site now that James Rout has left Alberta, and to change the domain name and hosting. Brad also discussed the possibility of him digitizing the association's print files for easier access, and storing them in a digital repository. At future meetings, he will have a system in place so that a designated voting member from each institution is identified.
Chair's report was accepted.

Secretary/Treasurer: Sheila Clark

Brad Neufeldt presented Sheila's prepared Finance Report. The current balance in the AAAL account is $3,024.06. Two volunteers are requested as auditors so Sheila can present an audited statement at the spring meeting. Tim Janewski and Robin Minion volunteered.
Secretary/Treasurer's report was accepted.

Director at Large: Isobel Rancier

Isobel reported that she submitted a brief article to the *LAA News* outlining the recent changes to the association's name, bylaws and membership. Once she confirms the ongoing publication of the *CTCL Communique* newsletter, she and will publish an article there as well.

Committee and Working Group Reports:

Newsletter: Terry Donovan

Discussion of whether or not the newsletter format is still viable. Terry asked the membership what direction people want for the newsletter. There was agreement that members value the postings about what's happening at our libraries. There was discussion about the need for a newsletter separate from the website. One suggestion was that institutions take turns (perhaps one per month) posting to the website on a regular basis. Another suggestion was to revisit the newsletter issue in the spring after the logistics are worked out about where the website will be housed and who will maintain it. Another suggestion was that every institution's proxy for meetings be charged with bringing written news about the institution. These news updates can then be published by Terry in newsletter format twice a year. Decision was made for each institution to continue bring the Round Table notes to the spring and fall meetings; Terry will gather and publish them on the website.

Workshop Committee Report: Sonya Betz & Valla McLean

Request to members to think about mini-presentations we can provide at upcoming meetings. Please forward any suggestions for future workshop topics to Sonya and Valla. The Spring 2011 meeting in April marks the last one for Sonya & Valla as workshop committee members. Request to members to think about volunteering for the committee.

AAAL Statistics: Susan Brayford

Reminder to have statistics in by December**.** Susan had previously sent members a link view The BC Council of Post-Secondary Library Directors' excellent report analyzing their provincial stats. Suggestion was made that AAAL should follow the same analysis model that includes stats from university libraries & write a similar report annually representing all post-secondary institutions. Susan suggested that, with agreement from the membership, she will write letters to the University of Calgary, the University of Alberta, the University of Lethbridge, and Athabasca University requesting that they consider participating by providing their comparable library statistics. The inclusion of the universities may help to position existing AAAL libraries as we go forward and lobby for resources. Discussion of the difference in dates when gathering stats, April 1 to March 31 and July 1 to June 30 – we'd need alignment. Agreement that Susan will frame the letters asking the Alberta universities to join AAAL and submit their stats as members. Susan will submit the letters to the AAAL Executive Committee for final approval.

CTCL Update: Anne Marie Watson

Anne Marie was not able to attend today's meeting – no report submitted. Christine Sammon reported that the CLA newsletter will published as usual**.**

TAL Update: Fiona Dyer

Fiona was not able to attend today's meeting – no report submitted.

11:05-11:15: Break

Business Items:

1. **Proposal to amend Section 2, Part IV & Part VI of the AAAL Bylaws.**
   Sheila Clark's suggestion to change the membership fee deadline to August 31 to better align with the membership year, Sept. 30-August 31. Discussion and agreement that Sept. 30 would work as the new membership fee deadline as libraries are too busy at the end of August preparing for the Fall term.
   Section 12 (Amendment of the Bylaws) states amendment of the bylaws may take place at a meeting providing the changes have been circulated to all members in good standing 21 days prior to the meeting. The discussion of this bylaw amendment will be recorded in the minutes, but will not be voted on until the Spring meeting in April 2011. Brad will circulate the proposed bylaw amendment to the membership before the meeting.

2. **Process for Welcoming New Members**

Eve Poirier's suggested that we establish some best practices & a process to welcome new AAAL members. Eve volunteered to investigate current and best practices; she will work with Sheila Clark, Treasurer, and put forward a draft report for the Spring 2011 meeting. Agreement to form a *Membership Ad Hoc Committee*. Volunteer members include Eve Poirier and Liz Fulton Lyne.

3. **Alberta Library Conference 2011 – sponsorship request**
   In the past, AAAL has sponsored $200.00 to this event. Discussion of AAAL's ongoing sponsorship. Suggestion that we increase the amount this year to $250.00 and sponsor a coffee break.
   Motion: "AAAL to provide $250.00 for a sponsored coffee break at the 2011 Alberta Library Conference." Passed.

4. **Canadian Library Association sponsorship**
   In the past, AAAL provided $200.00 toward the CTCL Innovation Librarian award, but in this transition year CLA is not providing any monetary awards. Suggestion and discussion that AAAL the sponsorship continue, and be applied to the 2011 AGM.
   Motion: "AAAL to provide $200.00 sponsorship towards the 2011 CLA Conference." Passed.
   At the Spring 2011 meeting we will revisit the topic AAAL's sponsorship to CLA.

5. **Status of the Directory of Librarians**
   Discussion of whether members feel the directory is a useful resource. Shall we keep it? In what format? Discussion of changing the name of the directory to reflect the inclusive membership of AAAL. Discussion of a potential change in format that will be easier to update.
   Motion: "Change the name of the AAAL Directory of Librarians to the AAAL Directory of Library Staff." Passed.
   It will be up to each institution to decide what names to forward for inclusion. Brad Neufeldt will continue to update the Directory in the current format until the webmaster's position has been filled.

6. **Website Domain Name status**
   The domain name aaal.ca is available; we can domain forwarding from engineseven.com. Agreement from the members that we should go forward to lease the new domain name, and have Brad Neufeldt apply for registration of the new domain (and domain forwarding) from Network Solutions. A five-year lease will be CDN $239.90 + taxes.

7. **Interim Appointment of an AAAL webmaster manager**
   We need an interim webmaster until one can be elected at the Spring 2011 meeting. A volunteer is needed to manage the website, the listserv and the job-line. Sona Macnaughton from Red Deer College Library volunteered; members approved asking Sona to take over as interim webmaster.

Next Meeting:

The Spring 2011 meeting will be held on Thursday, April 14, 2011 at Ambrose University College in Calgary.

Discussion Items:

1. **Society for Technical Communication (STC)**
   This technical writing organization contacted AAAL as it is interested in becoming an affiliate member of AAAL, and wants a communications partnership with AAAL. It was agreed that Brad Neufeldt will continue meet and engage in further discussions with them; he'll also propose that they purchase an AAAL affiliate membership (with no rights).

2. **Access Copyright Post-Secondary Tariff**
   Discussion of what some institutions are currently planning. Some had signed the license extension & interim agreement, others had not. Members agreed that they would forward to the AAAL Chair a summary of how their institutions had dealt with this issue.

Roundtable Reports:

Kat (SAIT): This is her last AAAL meeting as she begins her new position in December as a Manager Librarian for the Calgary Police Service. There will soon be a posting available for her SAIT web development librarian position.

Tim (King's): Introduced a new instruction librarian, Naomi Begoray. He highlighted the successful IL co-observation initiative between King's and NAIT instruction librarians, and encouraged others about the benefits of co-observing at other institutions.

John (Keyano): Library has just joined NEOS; thanks to Concordia for providing the chance to visit and learn about the consortium.

Terry (Portage): Terry is now the new Library Director of Portage College.

Introduction of new library members:
Corrine Kozy - Lethbridge College Library
Robert Zylstra - Grant MacEwan University
Lisa Shanchuk – Grant MacEwan University
Richard Hayman – Grant MacEwan University
Tara Stieglitz – Grant MacEwan University
Janet Day – Grant MacEwan University
Karen Hildebrandt – Concordia University College
Luke Malone – SAIT
Jodi Lommer – NAIT
Nadine Anderson – NAIT
Robyn Hall – Red Deer College
Lyz Fulton Lyne – Yellowhead Tribal College
Peggie McKenzie – Olds College

Lunch

Tour of Grant MacEwan University – South Campus

Workshops:

1:00-1:45 pm
Assess This: Considerations for Information Literacy Assessment
Nancy Goebel, Augustana Campus Library
Synopsis: Feeling the pressure to assess student learning? Interested? Excited? Anxious?
This session provided some practical tips on getting started and moving to the next steps. Nancy outlined the difference between assessment and evaluation; discussed why we assess student learning; reviewed the importance of tying assessment to the learning outcomes; and reviewed some classroom assessment techniques.

1:45-2:15 pm
The Human Library
Melinda Spears, Grant MacEwan University (South Campus)
Synopsis: What is a Human Library? How does it fit into an academic setting?
This session discussed the international Human Library movement, gave an overview of Grant MacEwan University's South Camus Human Library Pilot Project, and explained how the worldwide phenomenon has a place in academic libraries.

2:15-2:30 pm Coffee Break

2:30-3:00 pm
Olds College/Olds High School Library Merger
Robin Minion, Olds College
Peggy McKenzie, Olds College
Robin & Peggie outlined the recent merger and results of having high school students in the post-secondary environment, a combined collection, joint-use facilities and the potential of retaining high school students in post-secondary programs.

3:00-4:00 pm
Mobile Delivery Panel

1.   **iPads at Grant MacEwan University Library.**
         Robert Hayman
         Synopsis: The Grant MacEwan University Library acquired 35 iPads 2 months ago to lend to students, staff, and faculty. Concurrently, the library launched a patron-driven acquisitions project, empowering users to select new ebook titles. Robert provided an overview of the project, discussed why the iPads were selected, shared some of the important lessons learned along the way, and discussed some of the feedback received to date.

2.   **Mobile Interface at Mount Royal University**
         Kalen Gibb
         The project was geared to transfer library content to a mobile platform (smartphones), as the University moved in the direction of mobile readiness. The project involved creating a separate website with library hours, the link to the mobile catalogue, federated searching, contact information, etc. Then in August 2010 the library moved onto the University's content server and they were not able to use their application.

3.   **Mobile Apps for Libraries**
         Robert Zylstra
         Robert discussed his involvement in a mobile catalogue solution (app or web) when he was in a former position at Yellowhead Regional Library System. The project started after Google Analytics revealed that mobile products were trying to access the TRAC catalogue.

SUBJECT: Fall 2010 Meeting – Chair's Report
DATE SUBMITTED: 2010 November 18
TO: AAAL Membership
FROM: Brad Neufeldt <brad.neufeldt@stmu.ab.ca>.

TAKING STOCK

AAAL website {approval for registration of domain name, url forwarding, website hosting (James Route has volunteered to host for now but the AAAL should look for a more permanent option - will an institution volunteer or should the association pay for independent hosting?)} - or should this go under my report as Chair?

Society for Technical Communication (STC) Alberta request from Jessie Channey [Jessie Channey, President | <president@stc-alberta.org> STC Alberta | <www.stc-alberta.org>] via Keith Walker {MESSAGE: STC Alberta recently started forming affiliations with groups outside the technical communication industry and found this to be a fruitful pursuit. In sharing events, we enable our members to attend the events of other groups at member rates, thereby increasing our event offering and increasing the value derived from membership, without increasing the workload on our volunteers, in addition to exposing related fields to each other for newer networking opportunities. Would the Professional Librarians group be interested in forming such an affiliation? It is not required that both parties advertise each and every event, only the events that will be relevant to the main membership. I've attached our standard affiliation agreement as a reference.}

SUBJECT: Fall 2010 Meeting – Secretary-Treasurer's Report
DATE SUBMITTED: 2010 November 18
TO: AAAL Membership
FROM: Sheila Clark <sclark@cauc.ca>.

- The current balance in the AAAL account is $3024.06

- Twenty-seven members have paid their dues.

- In the past invoices have been sent out in August or September. The invoice states that the fees cover September 30-August 31, yet the bylaws state it is payable no later than January 1, well after the November meeting. I propose that the invoices be sent out in June and be made payable no later than August 31 to be congruent with the membership year.

- I need two volunteers to serve as auditors so I can present an audited statement at the spring meeting.

- Please pass around an attendance sheet so I can put an accurate record in the minutes.

Alberta Association of Academic Libraries

SUBJECT: Spring 2011 Meeting – AAAL Interim Webmaster Report
DATE SUBMITTED: April 10, 2011
TO: AAAL Membership
FROM: Sona Kothari [sona.kothari@gmail.com]

Since taking on the interim position of AAAL Webmaster in November 2010, I have encountered several issues with regards to the AAAL website, domain name, and listserv.

The new domain aaal.ca has been partially configured, but as of yet the aacl.engineseven.com domain does not point to aaal.ca. I have contacted James Rout, the previous AAAL Webmaster, for access to the Engine Seven control panel so that I can make further configurations. Once the domain forwarding is successful, the next step will be the transitioning of the listserv domain and email addresses.

The listserv is hosted at Banff Centre, and at this point I do not have the necessary permissions to access the Admin functions. It is hoped that this transition will take place in the near future.

The AAAL website uses Drupal as its content management system. There are several updates that are required for the install, which will happen, pending access to the Engine Seven control panel. In addition, it was noted that recently several members were getting an "Access Denied' message when trying to access pages and download attachments; James Rout has been able to resolve this issue.

Once the domain transitions take place, the focus can shift to other aspects of the AAAL website, such as look and feel, navigation, and content.

Respectfully Submitted,
Sona Macnaughton

Alberta Association of Academic Libraries

DATE: March 21, 2011
TO: AAAL Membership
FROM: Eve Poirier, Sheila Clark, Liz Fulton Lyne
SUBJECT: Spring 2011 Meeting – Membership Ad Hoc Committee Report: Review of Membership Practices

Background

At the Fall 2010 meeting Eve Poirier suggested that AAAL review its membership practices. With the transition of the association to the *Alberta Association of Academic Libraries,* and the inclusion of a broader institutional membership, it was felt there were gaps in AAAL's processes for integrating new member institutions that needed attention. Eve, Sheila Clark and Liz Fulton Lyne volunteered to form an Ad Hoc committee to review AAAL membership practices, particularly in light of recent changes in the organization. This committee reviewed AAAL governance documents as well as other library associations to determine how best to welcome, process, and orient new members to AAAL.

The membership committee would like to respectfully submit the following recommendations regarding AAAL membership practices for your consideration:

Recommendation

1. Amend the *Officer* portion of the association bylaws to include a Membership Coordinator at the Executive Level. It was determined that the Secretary/Treasurer had a large number of responsibilities and that new members would be better served if an executive position was dedicated to :

   - maintaining current records, files and forms for AAAL members and affiliates;
   - managing membership funds by collecting dues and handing them over to the treasurer for deposit;
   - working with the AAAL webmaster to ensure the directory of members reflects current membership;
   - ensuring that all new members are invited to participate in association social media;
   - welcoming new members by email with an acknowledgement of dues received and a link to the AAAL Directory and the association's governing documents.

2. Add a separate "Membership" tab and section to the AAAL website to enable membership information to be found more easily. This page would:

   - provide information about membership, including eligibility and fees;
   - provide links to the institutional membership application form and affiliate application form, as well as application instructions;
   - link to the Membership Directory;
   - contain contact information for the Membership Coordinator.

Proposed Amendment

6. OFFICERS

i) The business of the society shall be carried out by an Executive Committee, consisting of a Chair, a Secretary/Treasurer, a Membership Coordinator and a Director-at-Large, to be elected from the membership.

ii) Elections for the Executive Committee shall be held every two years. An Election Officer shall be appointed by the Executive Committee, and will solicit nominations **two** months prior to the expiry of the Executive Committee's term of office. An election of members shall be conducted within one month of receipt of nominations, usually at the spring meeting.

iii) An extraordinary provision for the election of officers to fill vacant positions shall be provided for at a general meeting or by an e-mail or postal ballot.

iv) Meetings of the Executive Committee will be held as required and shall be called by the Chair. A quorum for a meeting of the Executive Committee shall consist of two. Special meetings of the Executive Committee may be called at any time by a majority of the Executive.

Appendix A - Amendment

Responsibilities of AAAL Officers

Membership Coordinator

- Maintain current records, files and forms for AAAL members and affiliates;
- Manage membership funds by collecting dues and handing them over to the treasurer for deposit;
- Establish collaborative relationship with the AAAL webmaster to ensure the directory of members reflects current membership;
- Ensure all new members are invited to participate in association social media;
- Welcome new members by email with an acknowledgement of dues received and a link to the AAAL Directory and the association's governing documents.

We look forward to further discussion of the proposed amendment at the 2011 Spring meeting of the AAAL in Calgary.

Should the membership accept the amendment, we will seek from the Chair an *extraordinary provision* to hold an election to fill the Membership Coordinator position on the Executive. We believe there is a mechanism to hold the election via email. We believe it would be advantageous to have a Membership Coordinator (should the membership agree) in place for the membership drive of September 2011.

Sincerely,

Liz, Eve, Sheila

BYLAWS

1. Name

The name of the society is the *Alberta Association of Academic Libraries*.

2. Membership

i)   Membership is institutional and is available to all academic libraries in Alberta upon payment of the annual institutional membership fee.

ii) Individuals employed in the libraries of institutional members are eligible to participate in association activities and meetings.

iii) Each institutional member must appoint a single voting representative.

iv) Voting representatives at a general meeting may determine the annual institutional membership fee. It is payable no later than September 30th of every year.

v)   Membership shall cease upon a) non-payment of dues by the institution or b) the request in writing by the member to the Chair.

vi) Other interested parties may seek affiliate membership by submitting a request to the Executive Committee for consideration by the voting members. Affiliate memberships do not include voting rights. Employees of affiliate members are welcome to attend and participate in association meetings and activities. The annual affiliate institutional membership fee will be determined by member institutions at a general meeting. It is payable no later than September 30th of every year.

3. Objectives

i)   To facilitate communication and the exchange of information among the membership.

ii) To facilitate research, planning and development in identified areas of concern among the membership.

iii) To facilitate the development and operation of cooperative endeavours among the membership.

iv) To represent the interests of the member institutions their staff, and their users.

v)   To establish liaison with such other committees, institutions, organizations, departments as may be considered beneficial and desirable.

vi) To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.

4. Meetings

i)   The association shall hold an annual meeting on or before June 30 in each year.

Comment [StMU_LIB1]:
Proposal to amend Section 2, Part IV & Part VI of the AAAL Bylaws
• Sheila Clark's suggestion to change the membership fee deadline to August 31 to better align with the membership year, Sept. 30-August 31. Discussion and agreement that Sept. 30 would work as the new membership fee deadline as libraries are too busy at the end of August preparing for the Fall term.
• Section 12 (Amendment of the Bylaws) states amendment of the bylaws may take place at a meeting providing the changes have been circulated to all members in good standing 21 days prior to the meeting. The discussion of this bylaw amendment will be recorded in the minutes, but will not be voted on until the Spring meeting in April 2011. Brad will circulate the proposed bylaw amendment to the membership before the meeting.
• Proposed amendment change from *January of every year*.

Comment [StMU_LIB2]:
Proposal to amend Section 2, Part IV & Part VI of the AAAL Bylaws
• Sheila Clark's suggestion to change the membership fee deadline to August 31 to better align with the membership year, Sept. 30-August 31. Discussion and agreement that Sept. 30 would work as the new membership fee deadline as libraries are too busy at the end of August preparing for the Fall term.
• Section 12 (Amendment of the Bylaws) states amendment of the bylaws may take place at a meeting providing the changes have been circulated to all members in good standing 21 days prior to the meeting. The discussion of this bylaw amendment will be recorded in the minutes, but will not be voted on until the Spring meeting in April 2011. Brad will circulate the proposed bylaw amendment to the membership before the meeting.
• Proposed amendment change from *January of every year*.

ii) The Chair may call meetings of the association at any time. Notice shall be delivered 14 days prior to such meeting.

iii) Quorum at any meeting will consist of representatives from at least 50% of member institutions in good standing.

iv) Where technology permits, members may attend meetings via remote means.

5. **Voting**

i) Each institutional member must appoint a single representative with the right to a single vote at any meeting of the association. This representative does not have to be the Director of the member institution, and an institution's voting representative may change from meeting to meeting. The voting representative for each institution will be asked to identify his or herself at the opening of each association meeting.

ii) The Chair may vote as a member if appointed as the voting representative for his/her institution and shall not have a special vote as Chair.

6. **Officers**

i) The business of the society shall be carried out by an Executive Committee, consisting of a Chair, a Secretary/Treasurer and a Director-at-Large, to be elected from institutional participants.

ii) Elections for officers shall be held every two years. An Election Committee, consisting of the past Chair and two additional institutional participants, will solicit nominations two months prior to the expiry of the terms of office. An election shall be conducted within one month of receipt of nominations, usually at the spring meeting. Officers shall not serve more than two consecutive terms (4 years) in a particular office.

iii) Voting for elections shall take place by secret ballot.

iv) An extraordinary provision for the election of officers to fill vacant positions shall be provided for at a general meeting or by an e-mail.

v) Meetings of the Executive Committee will be held as required and shall be called by the Chair. Special meetings of the Executive Committee may be called at any time by a majority of the Executive. Between general meetings, the Executive Committee may expend society funds to cover time-sensitive society-related expenses up to a limit of $500. Expenses which exceed this limit shall be presented by the Executive Committee to member institutions for consideration in an email vote.

7. **Duties of the Officers**

i) The duties of the officers are as described in Appendix A.

ii) These duties may be modified from time to time as appropriate by the members of the society.

8. **Auditing**

i) The books, accounts and records of the society shall be audited at least once each year by two institutional participants, neither of whom shall be officers. An audited financial statement shall be distributed at the annual meeting. The fiscal year end of the society in each year shall be December 31.

ii) The books and records of the society shall be available to all members of the society at any time upon giving reasonable notice to the Secretary/Treasurer.

9. Remuneration

No officer or institutional participant of the society shall receive any remuneration for his/her services.

10. Borrowing Powers

For the purpose of carrying out its objectives, the society shall, upon special resolution of all members in good standing in attendance at a meeting, exercise its power to borrow or raise money.

11. Custody of the Seal

The seal of the society shall be in the custody of the Secretary/Treasurer. The seal will be affixed to the signature of the Chair and the Secretary/Treasurer.

12. Amendment of the Bylaws

Amendment of the Bylaws may take place at any meeting provided changes have been circulated to all members in good standing 21 days prior to the meeting and the majority of members in attendance support the amendment. Otherwise an email ballot shall be necessary and a majority of those voting shall be adequate.

NAME (SIGNATURE) ADDRESS OCCUPATION
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NAME (WITNESS) ADDRESS OCCUPATION
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