

# GELA bylaws

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## 1. Membership

1.1 Members shall be classified as follows:

1.1.2 Personal Members: Personal memberships are open to anyone interested in the work of the Association. Membership is granted upon receipt of annual membership fees, as defined in Article 2.

1.1.3 Honourary Members: Honourary members may be nominated by any member of the association upon request in writing to the Executive Committee through the Secretary. Honourary members may be approved by a majority vote of the Executive Committee at any time, or by a majority vote of the membership at the next Annual General Meeting.

1.2 Withdrawal: Any member wishing to withdraw from membership may do so upon a notice in writing to the Executive Committee through the Secretary.

1.3 Expulsion: Any member, upon a two-thirds vote of all members of the Association in good standing, may be expelled from membership for any cause which the Association may deem reasonable.

1.4 Rights of Members: Any member of the Association may attend regular and special meetings of the general membership of the Association. Any member may be nominated or self-nominate for elected positions on the Executive Committee. Any member may attend Association programs at the preferred membership rate.

## 2. Membership Fees

2.1 Membership Fees: Annual membership fees, if any, shall be determined by a majority vote of the membership at any meeting of the general membership.

2.2 Membership fees collected will grant membership for the Association year in which they are collected. Membership fees shall not be prorated. The Association year shall begin on May 1 and end on April 31 of the following calendar year.

## 3. Executive Committee

3.1 Members of the Executive Committee shall be as follows:

3.1.1 Past President: The Past President shall be the immediately retired President and shall be an ex officio member of the executive.

3.1.2 President: It shall be the duty of the President to preside at all meetings of the Association, and of the Executive Committee. The President shall be, ex officio, a voting member of all committees of the Association.

3.1.3 Vice President: The Vice-President shall, in the absence of the President, preside at all meetings of the Association, and of the Executive Committee.

3.1.4 Secretary: The Secretary shall keep accurate records of all meetings of the Association and of the Executive Committee, and shall have custody of the minutes, the correspondence, reports and other similar property of the Association and of the Executive Committee, and shall send out all official notices as the President or the Executive Committee shall direct. The Secretary shall ensure proper transfer of all said documents to successors.

3.1.5 Treasurer: The Treasurer shall receive all monies paid to the Association and shall be responsible for the deposit of same at whatever bank the Executive Committee may order. The Treasurer shall properly account for the funds of the Association and keep such books as may be directed. The Treasurer shall present a full detailed account of receipts and disbursements to the Executive Committee whenever requested. The Treasurer will also be responsible for maintaining current membership rolls and ensuring that membership dues are properly collected.

3.1.6 There shall be three councillor officers:

- a) One (1) Publicity Councillor, responsible for ensuring that association events and activities are properly promoted, and for maintaining the association's web presence.
- b) Two (2) Program Councillors, responsible for developing and organizing association events and activities.

3.1.7 There shall be up to two student representatives per associated program, responsible for liaison between the student body and the Association, as well as planning and organizing student-related events and activities. Current associated programs are: University of Alberta Master of Library and Information Studies, MacEwan University Library and Information Technology.

3.2 Any two of the Treasurer, the President, or the Secretary shall together constitute the signing authority of the Association.

3.3 Any Executive Committee member who fails to perform their job in such a way as to harm or discredit the association or who is absent for two or more Executive Meetings without just cause, or who for any reason should be unable to complete the term of office, may be removed from office by a majority vote of the Executive Committee.

3.4 Any Executive Committee member who for any personal reason should be unable to complete the term of office, may resign from their office upon a notice in writing to the Executive Committee through the Secretary.

3.5 In the case of any absences of members of the Executive Committee, responsibilities may be temporarily re-assigned as needed by a majority vote of the Executive Committee.

3.6 Vacant positions may be filled by appointment on an interim basis until the following Annual General Meeting by a majority vote of the Executive Committee.

3.7 Executive Committee positions may be combined as needed by a majority vote of the Executive Committee. Executive Committee members may hold multiple positions.

3.8 Unless authorized at any meeting and after notice of the same shall have been given, no Executive committee member or member of the Association shall receive any remuneration for his/her service. Officers shall pay the full fees required to attend events; fees or a portion of fees will not be waived at anytime.

3.9 Ad-hoc, temporary, or permanent committees may be struck by a majority vote of the Executive Committee. Such committees may be delegated any part of the Executive Committee's responsibilities or be assigned additional duties as needed.

#### 4. Elections and Terms of Office

4.1 Elections shall take place at the Annual General Meeting. Terms of office shall begin at a joint meeting of the outgoing and incoming Executive Committees defined in Article 5.

4.2 The following positions of the Executive Committee shall be voted on at each Annual General Meeting, should the term of office of the current office-holder be ending:

- a) Vice-President/President-Elect/Past-President (3-year term)
- b) Secretary (2-year term)
- c) Treasurer (2-year term)
- d) Publicity Councillor (2-year term)
- e) (2) Program Councillors (2-year term)
- f) Student Representatives (1-year term)

4.3 Every effort shall be made by the Executive Committee to ensure that two or more nominees are brought forward for each office. A slate of nominees shall be communicated to the membership no later than thirty (30) days prior to the date of the Annual General

Meeting. Nominations from the floor will be accepted for all elected positions at the Annual General Meeting.

4.4 Elections shall be conducted by secret ballot. When meetings are held in person, a paper system shall be used. When meetings are held virtually, a secure, anonymous voting platform, approved/determined by the Executive, shall be used. A single ballot shall list alphabetically the candidates for each position leaving space for nominations from the floor.

4.5 The Secretary shall have charge of the counting and tabulation of the votes cast. When an online election must take place, the Secretary will ensure it occurs within 5 business days of the Annual General Meeting.

4.6 The candidate receiving the largest number of votes for each office shall be elected. In the event of a tie, the Secretary will organize a run-off vote by secret ballot. Should the run-off vote result in a tie, the position will be appointed by a majority vote of the Executive Committee.

4.7 No member of the Association shall serve on the Executive Committee, in any capacity, for more than four (4) consecutive terms of office.

## 5. Amendments to the Bylaws

5.1 The Executive Committee or any member of the Association must give notice of the motion of proposed amendments to the bylaws in writing to the Secretary at least four (4) weeks no later than thirty (30) days prior to the date of the Annual General Meeting or a Special Meeting. The Secretary shall communicate proposed amendments to the membership no less than so that members may be notified twenty-one (21) days prior to such meeting.

5.2 The bylaws may be rescinded, altered or added to by a "Special Resolution" resolution adopted by seventy-five percent (75%) a two-thirds majority of the members entitled to vote as are present at the Annual General Meeting or at a Special Meeting called for that purpose.

## 6. Reports

6.1 Annual Reports from the President, Chairperson(s) of committees, and the Program Councillors shall be filed with the Secretary at least thirty (30) days prior to the Annual General Meeting and presented to the membership at said meeting.

6.3 An Interim Annual Report from the Treasurer shall be filed with the Secretary at least thirty (30) days prior to the Annual General Meeting and presented to the membership at said meeting. The Interim report shall document all Association financial activity for the

previous fiscal year.

The financial activity and accounts of the Association shall be audited following the presentation of the interim report by two (2) members of the Association elected for that purpose at the Annual General Meeting. The members elected to audit the financial activity and accounts may not have been members of the Executive Committee for the year under audit.

The financial activity and accounts of the Association may be inspected by any member of the Association at the Annual General Meeting or at time satisfactory to the officer having charge of them. The fiscal year is May 1 to April 31.

## 7. Meetings of the Association

7.1 There shall be an Annual General Meeting of the Association within the membership year, at such time and place as may be decided by the Executive Committee. The Annual General Meeting may occur in-person or virtually. The Secretary shall send notice to each member at least thirty (30) days prior to the date of the Annual General Meeting.

7.2 Special Meetings of the Association may be called by the Executive Committee or at the request in writing of five (5) or more members. The Secretary shall send notice to each member at least thirty (30) days prior to the date of the Special Meeting.

7.3 Ten percent of the total membership excluding Honourary Members based on the most recent Treasurer's report shall constitute quorum at any Annual General Meeting or Special Meeting of the Association. In the event that quorum is not present within thirty (30) minutes of the scheduled start of the meeting, said meeting shall stand adjourned to a time and place determined by the President. Quorum at any such adjourned meeting shall be those members present at such adjourned meeting provided that in no case can any meeting be held unless there are two (2) members present.

7.4 Any member in good standing, with the exception of Honourary Members, shall have the right to vote on motions at any meeting of the Association. Such votes must be made in person or by proxy. In the case of a tie, motions shall be decided by a majority vote of the Executive Committee. If the Executive Committee cannot reach a clear majority, the presiding chair shall decide the motion.

## 8. Executive Committee Meetings

8.1 One (1) meeting shall be called at least thirty (30) days prior to the Annual General Meeting, and one (1) meeting no later than thirty (30) days after the Annual General Meeting which is to be a joint meeting of the outgoing and incoming Executive Committees. As many other meetings may be called as is felt necessary.

8.2 The Executive Committee shall meet at the call of the President or at the request of any two (2) members of the Executive Committee.

8.3 Members of the Executive Committee shall be notified of the meetings and the purpose of such meetings at least seven (7) days in advance.

8.4 Minutes of the Executive Committee meetings shall be sent out to each member of the Committee.

8.5 A majority of the voting members of the Executive Committee shall constitute a quorum.

8.6 The executive may vote electronically for routine committee business.

## 9. Affiliated Associations

9.1 This Association may become affiliated or associated with other organizations to advance the interests of the association or its membership of libraries and information services. By mutual agreement, arrangements may be made for an exchange of non-voting representatives at all meetings of these organizations.

9.2 Such affiliations shall be instituted by the Executive Committee, or at the request of ten (10) or more members and shall be voted upon at the next meeting of the Association.

## 10. Procedure

10.1 Procedures not covered in the By-laws shall be covered by the latest available edition of Robert's Rules of Order.