

***Association of British Columbia Public Library Directors  
Constitution***

(Adopted May 10, 2016)

1. The name of the organization is  
Association of British Columbia Public Library Directors or ABCPLD
2. The purposes of the organization are:
  - (a) To serve as a vehicle for the exchange of information of interest and concern to public library directors in British Columbia;
  - (b) To provide a forum for the discussion of issues common to public library directors in British Columbia;
  - (c) To represent the concerns of public library directors in British Columbia.
3. The Association's purposes are achieved through activities such as:
  - Organizing professional development opportunities for public library directors
  - Providing mentoring support for new public library directors
  - Providing opportunities for members to network, collaborate and engage in the association activities
  - Recognizing the achievements of members
  - Advocating on matters of concern to public library directors
  - Organizing regular meetings
  - Maintaining and association website
  - Marketing and promotion the association to eligible members.
4. On the winding up or dissolution of this organization, funds and assets remaining after all debts have been paid shall be transferred to the British Columbia Library Association.
5. The purpose of the organization shall be carried out without purpose of gain for its members, and any profits or other accretions to the organization shall be used for promoting its purpose.

**ASSOCIATION OF BRITISH COLUMBIA PUBLIC LIBRARY DIRECTORS**

**BYLAWS**

***(Adopted, May 10, 2016)***

**Part 1 - Interpretation**

1. In these bylaws, unless the context otherwise requires, "library director" includes chief librarians.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

**Part 2 - Membership**

3. Full membership in the association is open to all public library directors in British Columbia. Library directors may apply to the association for membership and upon payment of the current annual membership fee shall be a member.
4. Associate membership as a non-voting member, is open to all library federation directors in British Columbia. Library federation directors may apply to the association for associate membership and upon payment of the current annual membership fee shall be an associate member.
5. Every member shall uphold the constitution and comply with these bylaws.
6. Annual membership fees shall be determined by the membership of the association and reviewed as the membership sees fit.
7. A person shall cease to be a member of the association
  - (a) upon resignation as library director;
  - (b) by delivering their resignation in writing to the secretary of the association;
  - (c) on their death; or
  - (d) on having been a member not in good standing for 12 consecutive months,
8. All members are in good standing except a member who has failed to pay their current annual membership fee and is not in good standing so long as the debt remains unpaid.
9. Membership fees are due the beginning of each calendar year.

### **Part 3 - Meetings of the Membership**

10. General meetings of the association shall be held at the time and place that the membership decides.

### **Part 4 - Proceedings at Meetings**

11. Only library directors, the director of the Libraries Branch and guests invited by the chair may attend the business portion of the association's meetings.
12. Voting is by show of hands, unless the members otherwise decide.

### **Part 5 - Proceedings of Officers**

13. (1) The officers may exercise all the powers and do all the acts and things that the association may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the association in general meetings, but subject, nevertheless, to all laws affecting the society; these bylaws, and rules, not being inconsistent with these bylaws, which are made from time to time, and by the society in general meetings.  
(2) No rule, made by the association in a general meeting, invalidates a prior act of the officers that would have been valid if that rule had not been made
14. The chair, chair-elect, past chair, secretary, treasurer and deputy treasurer shall be officers of the association.
15. At the discretion of the membership, an individual may be elected to act as both secretary and treasurer.
16. (1) The President/President elect/Past president shall retire from office after serving a one year term. The Secretary / Treasurer / Deputy Treasurer shall retire from office after serving a two year term.  
(2) Officers of the association shall hold office for the term as noted above or until their successor is elected.  
(3) An election may be by acclamation; otherwise it shall be by ballot.
17. The membership may at any time and from time to time appoint: a member as an officer to fill! a vacancy in the officers ranks,
18. No act or proceeding of the officers is invalid by reason of there being less than the prescribed number of officers.
19. (1) The officers may delegate any, but not all, of their powers to committees consisting of other persons as they see fit.  
(2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the officers, and shall report every act or thing done in the exercise of those powers to the earliest meeting of the officers after it has been done.

20. The officers may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
21. The members of a committee may meet and adjourn as they think proper.
22. No officer shall be remunerated for being or acting as an officer but an officer shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaging in the affairs of the association.

#### **Part 6 - Duties of Officers**

23. (1) The chair shall preside at all meetings of the association.  
(2) The chair is the chief executive officer of the association and shall supervise the other officers in the execution of their duties.
24. The chair-elect shall oversee the association's educational program and shall carry out the duties of the chair in his absence,
25. The past chair shall chair the association's nominating committee.
26. The secretary shall
  - (a) conduct the correspondence of the association not requiring the chair's signature;
  - (b) issue notices of meetings of the association;
  - (c) keep minutes of all meetings of the association and its officers;
  - (d) have custody of all records and documents of the association;
  - (e) maintain the register of members;
27. The treasurer shall:
  - (a) Have cheque signing authority and ensure that:
    - i. any account be accessible by both the treasurer and deputy treasurer;
    - ii. cheques are signed by any one of two people designated by the Association, for example the Treasurer and Deputy Treasurer;
    - iii. a payment schedule be submitted to the Chair for approval before cheques are written; and
    - iv. any cheque that is to be written to the Treasurers or their Library is written by the Deputy-Treasurer after approval by Chair.
  - (b) keep the financial records, including books of account; and receive all monies paid to the association and be responsible for the deposit of same into the bank;
  - (c) pay all bills incurred by the association or by the officers on the organization's behalf;
  - (d) render financial statements to the officers and the membership when required and prepare for submission to general meetings a statement of the financial position of the association.

28. In the absence of the secretary or treasurer for the meeting, the membership shall appoint another person to act as secretary at the meeting.

#### **Part 7 – Auditor**

29. Two members of the association not on the executive shall review the association's financial statements and present a report to the membership at the next meeting. A report of the auditor's findings will be made to the membership at the next meeting.