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# **APLA**

# **VP Membership**

#  **Orientation Handbook**

## **OBJECTIVES OF THE ASSOCIATION**

The legal objectives of the Association are outlined in the "Memorandum of Association" as follows:

1. To promote library and information service throughout the Provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador;
2. To serve the interests of all who work in the region's libraries and to serve as a focal point for all those who are interested in library and information services in the Atlantic Provinces;
3. To cooperate with library associations and other organizations on matters of mutual concern.

## **MISSION STATEMENT AND STRATEGIC GOALS**

The following mission statement and strategic goals were adopted at the 10 May 1992 OGM (item 3) in Halifax (NS). The goals are numbered for reference only, and the order does not indicate priority.

Mission Statement

The Atlantic Provinces Library Association represents, promotes, and supports the interests and concerns of the library community in the Atlantic Provinces.

**Strategic Goal 1:** **Regional Voice Role**

To structure and position APLA so that the Association can effectively serve its mandate as a regional voice.

**Strategic Goal 2: Communication**

To improve internal and external communications.

**Strategic Goal 3: Value of Libraries**

To promote the value and worth of the library and its workers.

**Strategic Goal 4: Interest Groups**

To improve the effectiveness of the interest groups.

**Strategic Goal 5: Continuing Education**

To develop an effective continuing education programme.

## **DUTIES OF THE VP MEMBERSHIP**

See also:

**APLA Executive**

**Membership Committee**

1. Convenes the Membership Committee (Standing Order 5.04).
2. Assures the recruitment and retention of members (Article 72 (e)).
3. Presents a statistical membership report at every conference. Such a report should include statistics of types of membership and income from each, geographical distribution of members, and a report of new members. This report shall be published as part of the conference minutes (Standing Order 1.07).
4. Maintains the APLA membership database.
5. Serves as face-to-face contact between the Executive and the membership. A good place to do this is at the annual conference.
6. Maintains and revises the APLA VP Membership Handbook.

## **APLA EXECUTIVE: BACKGROUND AND MEETING PROCEDURES**

The Officers of the Association (Article 72) shall be:

1. The President;
2. The First Vice President, who shall also be designated President-Elect;
3. The Treasurer residing in the Province of Nova Scotia;
4. A Vice President from each of the Atlantic Provinces with principal responsibilities to assure the Association is fully aware of the needs and issues in librarianship in their respective provinces;
5. A Vice President with principal responsibilities of recruitment and retention of members;
6. The immediate Past-President.

All of the above shall be elected normally by a ballot of the Association and, with the Secretary and Co-Editors of the APLA Bulletin, shall constitute the Executive of the Association. The Secretary and Co-Editors of the APLA Bulletin shall be non-voting members of the Executive (Executive meeting, 26 January 1992, item 13; Executive meeting, 31 January 1993, item 6.7). All officers must be members in good standing of the Association at the time they are nominated (Standing Order 5.04) and when they take office (Article 73 (1)).

The Secretary and the Editor of the APLA Bulletin must be members in good standing of the Association when they assume their respective positions (Executive meeting, 31 January 1993, item 6.7).

**Duties and responsibilities:**

1. To administer the affairs of the Association (Articles 81 and 82).
2. To fill all vacancies in office pro tem. Persons so appointed shall serve until the next Ordinary General Meeting of the Association (Article 82 (q)). [Note: This article does not appear in the registered copy of the Articles of Association. However, it was approved at a Special Meeting, 6 July 1988. Correspondence between the Association and the Registrar of Joint Stock Companies had indicated that it was not important that the file on hand show all changes. Rather, the Registrar was interested only in major changes such as a change in the purpose of the organization or a change in its name (Executive meeting, 5 June 1996, item 6.5].
3. To review and approve the budget as prepared by the Finance Committee. Any expenditure in excess of the budgeted amount shall require the approval of a majority of the Executive (Standing Order 3.02 and Standing Order 5.01).
4. To keep the membership informed of the financial status of the Association, e.g. following Executive meetings (Standing Order 3.01).
5. To appoint a Committee on Nominations and Elections (Standing Order 5.04). To act as the jury in the process of selecting the recipient of the APLA Merit Award (Executive meeting, 14 May 1976; Standing Order 9.08).
6. To examine the terms of reference of all committees, making sure that explicit terms of reference are made available to committee conveners and members (Standing Order 4.01).
7. To take positive and appropriate action whenever instances of censorship which violate the CFLA-FCAB "Statement on Intellectual Freedom and Libraries" occur in the Atlantic Provinces (Standing Order 9.03).
8. To amend standing orders (Article 82 (n)). When the Executive makes, varies or repeals any standing order under Article 82(n) of the Articles of Association, such action shall be communicated to the membership as soon as possible after the action; and shall be presented at the next Ordinary General Meeting for confirmation or rejection (Standing Order 1.09).

**Quorum**

The Executive may meet to conduct business and may regulate their business as they see fit. They may determine the quorum necessary for these meetings, but until otherwise determined two directors shall constitute a quorum (Article 55). At the February 26, 1989 meeting the Executive determined that a majority shall constitute a quorum of the Executive (Standing Order 1.03).

**Guidelines for Executive meeting expenses**

The following were approved by the Executive on 21 February 1987 and revised on 6 October

1991 and again on 22 May 2003:

1. Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:
	1. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at $0.38/km;
	2. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;
	3. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;
	4. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

Breakfast $8.00

Lunch $10.00

Dinner $24.00

1. Executive members who reside within the meeting area will be covered under group expenses only.
2. Group expenses:
	1. lunches and dinners which are concurrent with business meetings will cost up to but will not exceed the combined cost of individual meals as in 1.d;
	2. the meeting room will be selected based on the lowest available rate at that time.
3. General:
	1. In-person Executive meetings will occur on Saturdays or Sundays;
	2. the Executive meeting will be adjourned in sufficient time for all members to return home that day;
	3. extenuating circumstances will be considered on an individual basis in order that members not incur additional personal expenditures to attend meetings, e.g., additional nights' accommodations due to non-availability of reasonably direct transportation;
	4. Executive members may request travel advances.

**Points of information:**

1. The Executive reserves the right to suspend members with cause (Article 4).
2. Honourary life membership may be conferred at the discretion of the Executive. Members so chosen pay no dues, but retain full voting privileges (Article 10).
3. The President may call at any time, and shall call upon the request of any two directors, a meeting of the Executive (Article 57).
4. Members of the Executive shall report to Executive meetings and to the Ordinary General Meeting as required by their Executive position or, where relevant, in their role as committee convener.
5. Each member of the Executive shall have access to:
	1. the Articles of Association, "Memorandum of Association", and the "Standing Orders";
	2. a list of members of the Executive and Conveners of Committees;
	3. the minutes of the meetings of the Executive and the Ordinary General Meetings for the last three years;
	4. a copy of the APLA Procedures Manual.
6. Each member of the Executive shall follow the "Guidelines for Maintaining APLA Records" (Appendix M).

**MEMBERSHIP COMMITTEE**

See also:

Guidelines for Committees and Interest Groups

Vice President (Membership): Calendar and Breakdown of Duties (Appendix N)

**Status:** Executive Committee

**Terms of reference (Standing Order 5.03):**

1. To recruit prospective APLA members.
2. To report membership statistics.

**Membership (Standing Order 5.03)**

1. The convener shall be the Vice President Membership.
2. Provincial Vice Presidents, the treasurer and the Vice-President/President Elect shall be members.
3. Corresponding members may be appointed from all appropriate regions of the Atlantic Provinces.

**Activities:**

1. To remain in good standing, members must pay fees within three months of the expiration of their membership. Memberships expire 12 months from the end of the month in which the Vice President (Membership) receives the initial membership form (Standing Order 2.01).
2. The committee is responsible for maintaining the membership form. Recommended changes should be submitted to the Executive for discussion and approval. The on-line database must be considered when changes to the form are suggested.
3. Normally the committee will discuss membership issues and plan for membership drives or other activities. The provincial Vice Presidents will contact members in their area who have not renewed.
4. The committee shall meet at least twice a year, preferably on the Saturday preceding the Fall and Winter Executive meetings (Executive meeting, 16 January 1994, item 6.5b).

**Points of information:**

1. A statistical membership report shall be given at every conference and published as part of the conference minutes and proceedings. Such a report should give statistics of types of membership, geographical distribution, a report on new members, etc. (Standing Order 1.07).
2. APLA shall be prepared to exchange mailing lists with other library-related organizations (Executive meeting, 16 September 1976).
3. The Membership Committee should obtain a list of registrants at the annual conference, who are not APLA members, for further action (Executive meeting, 8 May 1977).
4. A member may resign from the Association at any time by submitting notice in writing to the President of the Association but shall not be entitled to any rebate of membership fee (Article 12).

**Guidelines for the release of the APLA membership list:**

The APLA membership list will not be shared with other organizations or individuals who are not part of the APLA Executive. The only exception is that joint membership lists with APLNB, NLLA, and NSLA may be shared with the membership representative of the provincial association to which those members also belong, for example, a joint APLA/APLNB list may be shared with the membership representative of APLNB.

**APPENDIX N: Vice-President (Membership): Calendar and breakdown of duties**

(as approved at the Executive meeting, June 6, 2018)

**Ongoing Duties:**

1. Answer inquiries about APLA membership and issue membership lists as requested.
2. Maintain membership database. This includes updating the database as membership forms and renewals are received and performing a backup of the APLA directory after each change.
3. Send names of new members and members of interest groups, etc., to the Vice-President / President-Elect. The Vice-President/President-Elect will then forward these names to the respective Vice-President and interest group conveners. This may not be the most efficient method of distributing this correspondence, but it keeps the Vice-President/President-Elect apprised of interest in the organization and its committees.
4. Send names of new members who want to be added to the APLA listserv to the Communications Coordinator as they are received.
5. Every month send names of members whose memberships will be expiring that month to their respective VP Province. VP Provinces will send out renewal reminders to members in their province. VP Membership will send renewal reminders to members from other provinces and to all institutional members.
6. Send a letter of welcome to renewing members. This letter will accompany the receipt.
7. Send names of new and renewing joint members to their respective provincial association membership representative as they are received.

**April/May (Annual Conference and before)**

1. Prepare the annual report for submission to the APLA Bulletin in time for the conference issue (May/June), showing membership figures by province, and by status of both personal and institutional members. Comparison should be made to the same figures at the previous year-end.
2. Staff membership table. Ask Provincial Vice-Presidents to help. Ask local arrangements committee to arrange for a membership table and chair to be set up in the registration area. Also ask if local volunteers can be found to help staff the table.
3. Have on hand a supply of blank membership forms, brochures, and a book of receipts. Also have access to the membership database to record any renewals received and/or answer any inquiries.
4. Prior to the conference, ask the conference registrar to provide the names and email addresses of delegates who registered as APLA members. Send renewal reminders to any whose memberships have expired.
5. Prior to the conference, ask the conference registrar to be prepared to supply the names and email addresses of those attendees who are not APLA members. After the conference, send an invitation to those people to join APLA.
6. Add the name of the Merit Award winner to the APLA membership database (life member category; this membership has no expiry date, indicated in database as year 2099).
7. Archival items are to be sent to the Acadia University Archives. These may include membership committee meeting minutes, any membership correspondence deemed relevant, a copy of blank personal and institutional membership forms to provide a record of changes in format.

**August/September (before Fall Executive meeting)**

1. Call a membership committee meeting before the Executive meeting – usually within two weeks prior.
2. Prepare a written report indicating:
	* Number of personal members by province
	* Number of new members by province
	* Number of institutional members by province
	* Comparison with September figures of the previous year, and with the year-end figures of April
	* Committee’s activities, e.g. membership drives, changes in procedures

**December/January**

1. Call a membership committee meeting before the Winter Executive meeting – usually within two weeks prior.
2. Prepare a written report indicating the committee’s activities and changes in membership statistics since the Fall report.