



**BYLAWS
of the
CHURCH LIBRARY ASSOCIATION OF ONTARIO**

Table of Contents

ARTICLE 1 NAME.....2

ARTICLE 2 PURPOSE2

ARTICLE 3 MEMBERSHIP.....2

ARTICLE 4 FINANCING.....4

ARTICLE 5 EXECUTIVE4

ARTICLE 6 ELECTED OFFICERS5

ARTICLE 7 APPOINTED OFFICERS.....6

ARTICLE 8 DUTIES OF OFFICERS.....6

ARTICLE 9 COMMITTEES.....8

ARTICLE 10 CONFERENCES9

ARTICLE 11 PARLIAMENTARY AUTHORITY9

ARTICLE 12 DISSOLUTION10

ARTICLE 13 AMENDMENTS10

ARTICLE 1 NAME

The name of this organization shall be The CHURCH LIBRARY ASSOCIATION of ONTARIO, hereinafter referred to as “the Association.”

ARTICLE 2 PURPOSE

The overall purpose of the Association is to enhance the library as a spiritual ministry within the Christian church. To fulfil this purpose, the Association shall provide its members with guidance and education in the organization, development, and use of the church library through such means as conferences, the sale of librarians’ resources, and the publication of a newsletter.

ARTICLE 3 MEMBERSHIP

3.01 Eligibility

Membership in this Association is open to all individuals, churches, schools, booksellers, and other organizations that express an interest in pursuing the purpose of the Association.

3.02 Representation

Membership in the Association is on an individual basis. A church, church library or other group shall name one representative as the designated member of the Association; that representative shall be entitled to all the privileges and responsibilities of membership. Each additional individual from the same church, church library, or other group may join as a separate member upon payment of dues.

3.03 Annual Dues

- a) Annual dues shall be determined by the Executive and set out in the Standing Rules.
- b) Any changes in the annual dues shall be announced in the fall issue of the newsletter.
- c) Dues are payable by December 31st for the following year.

3.04 Privileges and Responsibilities

- a) Subject to the provision of Article 3.02, members in good standing are eligible to serve as Executive members, and chairpersons or members of committees.
- b) Members in good standing are eligible to vote in all annual business meetings and elections.
- c) Members will receive the following:
 - a New Members Packet upon joining
 - the Association’s newsletter
 - notices of all conferences and annual business meetings
 - annual updates of the membership list and other information
- d) Members may not use circulated information for their own financial benefit or for solicitation purposes.

3.05 Membership Year

The membership year shall be from January 1st to December 31st. New members joining in the final quarter of the fiscal year (October 1st to December 31st) shall be considered in good standing through the following membership year.

3.06 Membership List

The membership list is, and remains, the property of the Association, and is not to be given, sold, traded, loaned, or rented to any other organization or individual by the Executive or the members.

3.07 Removal

Approval by a two-thirds majority of the Executive is required for revocation or refusal of membership.

3.08 Membership Meetings

- a) The Association shall hold at least one annual business meeting. For business requiring membership approval, a mail ballot will be provided to all members.
- b) A quorum for all annual business meetings shall be twelve members, excluding Executive.

3.09 Awards

The Association shall present awards in the following categories:

1. The Anita Dalton Award – for service to CLAO
2. The Emma Austin Award – for excellence in church library ministry
3. The Jean VanEsch Award – for service to a church library
4. The Elsie Riva Award – for promotion/marketing of a church library
5. The Nettie Friesen Award – for church library related articles or publications
6. The Dorothy Henderson Award – for excellence in service on the executive of CLAO

Awards 1 and 6 shall be nominated by the CLAO Executive.

Awards 2, 3, and 4 shall be nominated by CLAO members.

Awards 1, 2, and 6 must be CLAO members during the nomination year.

Award 5 will be nominated by the *Library Lines* editor.

The Executive will ratify decisions to confer awards.

Revised May 2, 2009

3.10 Foundations of Church Librarianship Program

For the purpose of training and encouragement, the Association shall present a certificate to any member in good standing who complete eight workshops: one in each of the core areas and three additional workshops. The core areas are as follows:

1. Cataloguing:

The process of creating entries for a catalogue. In libraries, this usually includes bibliographic description, subject analysis, assignment of classification notation, and activities involved in physically preparing the item for the shelf.

Includes Dewey Decimal classification, subject headings, organizing non-print materials, etc.

2. Administration:

The control and supervision of a library including planning, budgeting, policymaking, personnel or volunteer management, and program assessment.

Includes policies and procedures, financing your library, copyright, etc.

3. Marketing:

To successfully interest potential members in library services and to maintain interest in its use.

Includes promotional ideas such as book mark creation, bulletin board display ideas, bulletin announcements, poster, and newsletter creations, either free hand or computer. Also includes online social networking such as FaceBook, blogs, as well as book clubs.

4. Technical Skills:

The physical processing and maintenance of library collections.

Includes book repair, weeding, selecting computer software, processing materials etc.

5. Acquisitions:

The selecting, ordering, and receiving materials for library.

Includes selection of print and non-print materials, periodicals, choosing reference materials etc.

Revised May 1, 2010

ARTICLE 4 FINANCING

4.01 Financing

- a) The Association shall be self-sustaining. Financing will be primarily through the collection of annual membership dues.
- b) Non-designated gifts and bequests will not be added to general revenues, but will stand apart from general funds until the next Executive Meeting, when disbursement will be directed by the Executive.
- c) The fiscal year of the Association shall be from January 1st to December 31st.
- d) The Treasurer, the President, and one other officer shall have signing authority.

4.02 Remuneration

- a) No officer or member of the Executive or of a committee shall receive any remuneration for duties performed on behalf of the Association.
- b) Members may be reimbursed for expenses incurred while performing their duties, as deemed reasonable by the Executive.

4.03 Reporting

- a) The current financial records shall be submitted for an independent audit at the close of each fiscal year and at any time the Executive requests.
- b) The Treasurer shall submit a written, itemized statement of income and expenses at each regular Executive meeting, and a summary of the annual audited financial statement to the members in the first newsletter following the close of each fiscal year.

ARTICLE 5 EXECUTIVE

5.01 Composition

- a) The Executive shall be composed of the following, all of whom shall have voice and vote:
 - the elected officers
 - the appointed officers
 - the immediate Past President ex-officio
- b) No more than two persons from one congregation or other organization may serve on the Executive at the same time.

5.02 Terms

- a) Terms for all Executive members except Vice-President/President Elect, President, and Past-President shall commence following the election or appointment and run two years or until resignation, death, or other removal from office.
- b) No person may serve more than six consecutive years on the Executive. After serving a maximum of six years, the person must step down for one year, after which he or she may rejoin the Executive.
- c) The Vice President/President Elect, President, and Past President shall serve only one one-year term in each position.
- d) All other elected officers may stand for re-election for full two-year consecutive terms twice, to a total of six years.
- e) Appointed officers and members-at-large may serve up to two additional terms, for a total of six years, if requested by the Executive.
- f) A President who does not complete the one-year term shall not assume the position of Past President while there is an incumbent.

5.03 Vacancies

- a) In the event of a President's resignation, death or other removal from office, the remaining term of office shall be filled by the Vice President/President Elect.
- b) In the event that the Vice President/President Elect does not fill the remaining term of the President's office, the Executive shall appoint an interim President to serve until an election is held. An appointee who has served as interim President may stand for election to a full one-year term.

- c) In the case of a vacancy in the position of Past President, the Executive shall appoint someone to fulfil the duties for the term remaining.
- d) Casual vacancies that occur among all other Executive members shall be filled by decision of the Executive.
- e) Appointees filling vacancies in elected offices shall serve until an election is held, and may stand for election to a full term in the same office.
- f) Persons filling vacancies among the appointed offices or members-at-large shall serve the balance of the term, and may serve additional terms if requested by the Executive.
- g) The Secretary shall inform the membership of appointments of an interim President in the next issue of the newsletter. The President shall inform the membership of all other changes to the Executive in the next issue of the newsletter.

5.04 Authority

- a) The Executive shall initiate and establish policies of the Association consistent with the Bylaws.
- b) On behalf of the membership, the Executive shall carry on the work of the Association and fulfil its purposes as specified in, and subject to, the Bylaws.
- c) The Executive shall have fiduciary responsibility for the assets of the Association.
- d) The Executive may set up such ad hoc, task force, standing committees, or working teams as it deems necessary.

5.05 Meetings

- a) The Executive shall hold regular meetings at least four times per year and such special meetings as deemed necessary. Any such special meetings may be called by the President or any three members of the Executive. The purpose of any special meetings shall be stated in the notice of the meeting. All regular meetings are called and chaired by the President.
- b) A quorum of the Executive shall be one half of all Executive members.

5.06 Discipline or Removal of Executive Members

Approval by a two-thirds majority of the Executive is required for the discipline or removal of an Executive member.

ARTICLE 6 ELECTED OFFICERS

6.01 Elected Officers

The elected officers of this Association shall be the President, Vice President/President Elect, Treasurer, Secretary, and Membership Secretary.

6.02 Nominations

- a) The Nominations Committee shall make an interim report to the Executive before the publication of the September issue of Library Lines. That report, and a call for further nominations shall be published in the September issue. Any objection to the proposed slate should be submitted in writing to the Nominations Committee chair by October 15th.
- b) A person may not run for more than one position at a time.

6.03 Elections

- a) Election shall be by ballot, except that when there is only one candidate for an office, that candidate is declared elected by acclamation.
- b) If required, a ballot, based on the Nominations Committee report and any further nominations received, shall be printed and mailed to every member of CLAO by November 15th, to be returned to the Membership Secretary no later than January 1st. These ballots shall be forwarded to the Nominations Committee Chair to be counted. The Nominations Committee chair and one other member of the executive will be responsible for counting the returned ballots and reporting the results to the nominees and the Executive before the next Executive meeting.

- c) Candidates shall be elected by a majority vote.
- d) Election results shall be published in the March issue of Library Lines.
- e) New and returning Executive members shall be installed at the Annual Business Meeting.

ARTICLE 7 APPOINTED OFFICERS

7.01 Appointed Officers

The appointed officers of this Association shall be the Archivist, Editor, Conference Co-ordinator, Outreach Co-ordinator, Resources Co-ordinator, and Members-at-large, as deemed necessary by the Executive.

7.02 Appointment

- a) The Executive is responsible for filling all appointed offices.
- b) The Nominations Committee shall make an interim report of appointed officers to the Executive before the publication of the September issue of Library Lines. That report, and a call for further nominations shall be published in the September issue. Any objection to the proposed slate of appointed officers should be submitted in writing to the Nominations Committee chair.

7.03 Members-at-Large

The members-at-large will serve as generalists who are familiar with the workings of the Executive and the Association, and will be available for specific tasks as required. They serve at the invitation of the Executive.

ARTICLE 8 DUTIES OF OFFICERS

8.01 The **President** shall:

- a) Be responsible for the overall supervision of the affairs of the Association and ensure that all the policies and actions approved by the membership or the Executive are properly implemented.
- b) Call and chair all Executive meetings and annual business meetings.
- c) Open and preside over all conferences.
- d) Prepare and present a report at the annual business meeting.
- e) Serve as ex-officio member of all committees with the exception of the Nominations Committee.
- f) Keep the membership informed of all changes to the Executive.

8.02 The **Vice President/President Elect** shall:

- a) Fulfil the duties of the President when that person is temporarily absent or otherwise unable to perform the duties of the office.
- b) Be acquainted with the work of the Association and the Executive so as to be prepared to assume the office of President.
- c) Serve as a member of the Finance Committee.
- d) Perform other duties as may be required.

8.03 The **Treasurer** shall:

- a) Receive all membership dues, conference fees, and other revenue, and deposit them in a bank account established in the name of the Association.
- b) Pay all necessary accounts and invoices and advance funds as required.
- c) Keep all financial records, and present a written itemized statement of income and expenses at each regular Executive meeting.
- d) Arrange for an independent audit of the current financial records at the end of each fiscal year and at any time the Executive requests.
- e) Submit a summary of the annual audited financial statement to the membership in the first newsletter following the close of each fiscal year.

- f) Serve as a member of the Finance Committee.
- g) Disburse special funds as directed by the Executive.
- h) Provide working funds to the Resource Co-ordinator and Library Lines Editor as required.

8.04 The **Secretary** shall:

- a) Record and maintain the minutes of all Executive meetings and all annual business meetings. Distribute copies of the minutes of such meetings to the Executive members.
- b) Handle the Executive's correspondence.
- c) Submit a summary of the minutes of the annual business meeting to the membership in the first newsletter following the annual business meeting.

8.05 The **Membership Secretary** shall:

- a) Receive and process all membership applications and renewals, remitting all dues to the Treasurer.
- b) Send an information packet to each new member.
- c) Send an annual updated membership list and semi-annual supplement to each member.
- d) Work with other Executive members as necessary for mass mailings for the membership.
- e) Prepare membership application and renewal forms.
- f) Submit regular reports to the Executive.
- g) Respond to membership inquiries with appropriate information.
- h) Mail a ballot to each eligible member as required.
- i) Receive and verify Foundation Program certificate completion requests; prepare certificates for eligible members; and maintain a record of Foundation graduates.

8.06 The **Archivist** shall:

- a) Preserve, update, and maintain the Association's historical data.
- b) Retrieve materials as requested by the Executive.
- c) Perform other related duties as required.

8.07 The **Editor** shall:

- a) Serve as chair of the Newsletter Committee.
- b) Coordinate, gather and write material for the newsletter.
- c) Ensure that the newsletter is formatted, printed, and distributed by the Newsletter Committee.
- d) Maintain the address list for those individuals/institutions receiving complimentary subscriptions of the newsletter and present this list to the Executive annually for approval.
- e) Be responsible for listing the newsletter in appropriate directories.
- f) Obtain all required copyright approvals.
- g) Submit regular reports to the Executive.

8.08 The **Conference Co-ordinator** shall:

- a) Serve as chair of the Conference Committee.
- b) Record and acknowledge all offers of conference venues from members, investigating their suitability as necessary.
- c) Act as liaison between the Association and the institution hosting each conference.
- d) Keep historical as well as current records of all conference locations, including, for example, attendance figures, costs, speakers, and workshops.
- e) House any permanent signs used for the conferences, and bring them to all conferences.
- f) Provide a brief post-conference report to the Executive and for publication in the newsletter.

8.09 The **Outreach Co-ordinator** shall:

- a) Be responsible for the overall promotion of the Association, including general advertising in the media, listing the Association in appropriate directories, and exhibition and participation in related third party events.
- b) Be responsible for the maintenance of the Association web site.
- c) Be responsible for the preparation and printing of the Association's information brochure.

- d) Work with the Conference Committee to advertise the Association's conferences.
- e) Follow up non-member conference attendees.
- f) Submit regular reports to the Executive.

8.10 The **Resource Co-ordinator** shall:

- a) Maintain a supply of manuals, guidebooks, and other resources as deemed useful, offering them for sale by mail order and at Association conferences.
- b) Research possible new resources and submit them to the Executive for consideration.
- c) Prepare reviews of the resources for publication in the newsletter.
- d) Be responsible for the preparation of the resource list and order form.
- e) Submit regular reports to the Executive.

8.11 The **Past President** shall:

- a) Serve as chair of the Nominations Committee.
- b) Install all new/returning Executive members at annual business meetings.
- c) Serve as a member of the Awards Committee.
- d) Perform other duties as may be required.

Revised May 2, 2009 and May 1, 2010.

ARTICLE 9 COMMITTEES

9.01 General Instructions for All Committees

- a) Each committee shall have at least one Executive member, other than the President, who will serve as liaison between the committee and the Executive. This officer may or may not serve as the chairperson.
- b) The liaison, in conjunction with the Executive, will recruit members, fill vacancies, and accept resignations.
- c) Only Association members may serve on committees.
- d) All committees shall report directly to the Executive.

9.02 Standing Committees

The Standing Committees of the Association shall be the Conference Committee, the Finance Committee, the Newsletter Committee, the Nominations Committee and the Awards Committee. Committee members shall serve two-year terms, which may be repeated twice if requested by the Executive for a total of six years.

9.03 Special Committees and Task Forces

Short-term committees may be formed as deemed necessary by decision of the Executive, and will adhere to the general instructions given. A mandate and time frame will be set at the inception of each committee.

9.04 The Conference Committee shall:

- a) Consist of the Conference Coordinator and at least one other Association member.
- b) Preview and recommend possible conference venues for the Executive's approval.
- c) Work with the Outreach Coordinator to publicize the conference.
- d) Plan workshop topics and arrange for leaders and speakers as required.
- e) Make all arrangements with exhibitors, speakers, workshop leaders, and others as required.
- f) Prepare all necessary documents including programmes, forms, letters, name tags, and attendee packages.
- g) Arrange for staffing of the registration tables at the conferences.
- h) Prepare a post conference report for the next Executive meeting.
- i) Ensure that all appropriate payments and notes of appreciation are sent in a timely manner.

- 9.05 The **Finance Committee** shall:
- a) Consist of the Treasurer, the Vice President, and at least one other Association member.
 - b) Prepare a budget for the upcoming fiscal year with input from Executive members and committees needing/requesting funds.
 - c) Present a budget proposal to the Executive at the last Executive meeting of the fiscal year for approval.
 - d) Present the proposed budget at the annual business meeting for ratification.
- 9.06 The **Nominations Committee** shall:
- a) Consist of the Past President and at least one other Association member.
 - b) Prepare a slate of nominees for elected offices and a list of candidates for appointed offices and members-at-large.
 - c) Be responsible for finding people to fill casual vacancies on the Executive, subject to the Executive's approval.
- 9.07 The **Newsletter Committee** shall:
- a) Consist of the Editor and at least one other Association member as required to carry out the writing, layout, printing and distribution of the newsletter.
 - b) Produce and distribute the newsletter to the membership.
 - c) Obtain necessary mailing labels from the Membership Secretary.
 - d) Work with other executive members as necessary to produce mass mailings for the membership.
- 9.08 The **Awards Committee** shall:
- a) Consist of the past-president and at least one other Association member.
 - b) Prepare the call for nominations using announcements in *Library Lines*, on website or listserv, through brochure distribution and/or other means of publicity;
 - c) Review nominations for awards no later than February 15 annually and present recommendations to executive for ratification;
 - d) Notify award winners to be honoured at the Spring Conference;
 - e) Promote and display awards at the spring conference;
 - f) Send a letter of congratulation to an award winner's church as a follow-up;
 - g) Keep the awards brochure up-to-date and relevant;
 - h) Maintain a permanent record of all award winners.

Revised May 2, 2009

ARTICLE 10 CONFERENCES

- 10.01 Financing
- a) All conferences conducted by the Association are intended to be financially self-supporting, and are to be financed primarily through conference fees.
 - b) The Executive will determine the fee structure for all conferences, and shall set them out in the conference programme.
- 10.02 Attendance
- The conferences shall be open to members and non-members alike.
- 10.03 Exhibitors
- The Executive may invite commercial outlets dealing in books, products, or services of interest to church libraries to set up displays and/or sell their products at the conferences.

ARTICLE 11 PARLIAMENTARY AUTHORITY

Robert's Rules of Order, current edition, shall apply on all questions of procedure and parliamentary law not specified in these Bylaws.

ARTICLE 12 DISSOLUTION

In the event that the Association is dissolved for any cause, its assets shall be realized, and after payment of debts the balance of funds shall be disbursed at the discretion of the Executive to religious, educational, and/or charitable organizations.

ARTICLE 13 AMENDMENTS

- a) At least four weeks' notice must be given to the membership of a motion to amend the Bylaws. Approval of amendments requires a two-thirds majority of those members voting.
- b) The Secretary shall issue the revision of the Bylaws to all Executive members within one month of any amendment to the Bylaws, and inform the membership by publication of the amendment in the next issue of the newsletter.

Revision of 1990 Constitution and Bylaws, amended as indicated May 7, 2005, May 2, 2009, and May 1, 2010. Adopted.

Signed Arthur McClelland (President)

STANDING RULES

Article 1 Annual Dues

Annual dues shall be \$15.00, payable by December 31st for the following year. Cheques should be made payable to Church Library Association of Ontario and should be sent with membership forms to the Membership Secretary.

Revised May 2, 2009

Article 2 Newsletter

- a) The Association's newsletter shall be called *Library Lines*, and shall be published quarterly.
- b) Extra copies of the newsletter shall be provided to the President, Membership Secretary, Outreach Co-ordinator, Editor, and Archivist as required by their offices.
- c) Complimentary subscriptions shall be sent to organizations and publications with which exchange agreements have been made and to other organizations or individuals as directed by the Executive.

Article 3 Remuneration

Members incurring appropriate expenses on behalf of the Association shall submit their bills to the Treasurer quarterly, with final bills for the year submitted by January 15 following. Members may forfeit payment by late submissions.

Article 4 Conferences

The Association shall conduct two conferences each year, preferably one on the first Saturday of May, and one on the first Saturday of October.

Article 5 Membership Meetings

The Association's annual business meeting shall be held in conjunction with the spring conference.

Article 6 Amendments

- a) A two-thirds majority of those members voting is required to amend the Standing Rules if no previous notice is given or a majority of those members voting if two weeks' notice has been given.
- b) The Secretary shall issue revised Standing Rules to all Executive members within one month of any amendment to the Standing Rules, and inform the membership by publication of the amendment in the next issue of the newsletter.