

Saskatchewan School Library Association Constitution

Revised September 2013



SSLA Executive Council
2013

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ARTICLE 1 – NAME

- 1.1 The name of the organization shall be: Saskatchewan School Library Association (herein called the Association).

ARTICLE 2 – AFFILIATIONS

- 2.1 The Association shall be affiliated with the Saskatchewan Teachers' Federation (herein called the STF) as a Special Subject Council as long as 50 percent of the membership is comprised of members of the Federation.
- 2.2 The Association may be affiliated with any national or international association as approved by the Executive.

ARTICLE 3 – MISSION STATEMENT

- 3.1 The Association's mission is to provide leadership for the improvement, development and promotion of school libraries.
- 3.2 The goals of the Association shall be:
 - GOAL 1: To promote the development of effective educational programs.
 - GOAL 2: To promote school library development at all levels.
 - GOAL 3: To provide members with opportunities for professional growth.
 - GOAL 4: To advocate teacher librarianship and school libraries.
 - GOAL 5: To encourage membership and involvement in the Association.

GOAL 6: To manage the business of the Association effectively, efficiently and to the benefit of the membership.

ARTICLE 4 – MEMBERSHIP

- 4.1 Membership shall be open to anyone with a professional interest in school libraries.
 - 4.1.1 Regular membership shall be available for any teacher belonging to the Saskatchewan Teachers’ Federation as defined in STF Policy.
 - 4.1.2 Associate membership shall be available for anyone not belonging to the Saskatchewan Teachers’ Federation.
 - 4.1.3 Institutional membership shall be available for any organization with a professional interest in school libraries.
- 4.2 Any person eligible for regular membership as defined by the Constitution may, at the unanimous consent of the Executive Council, become a honorary member of the Association for the duration of which shall be at the discretion of the Executive.
- 4.3 All members shall have voting privileges.

ARTICLE 5 – FEES

- 5.1 Memberships are to be renewed annually.
- 5.2 Changes to the annual fees shall be established by a membership vote at the SSLA annual general meeting.

ARTICLE 6 – EXECUTIVE COUNCIL

- 6.1 The officers of the Association shall be: President, President-Elect, immediate Past President, Secretary/Archivist, Communications Councillor(s), Publications Councillor(s), Professional Development Councillor(s), Special Project Councillor(s), and Ad Hoc Committee Chairpersons. These officers shall be known as the Executive Council.

- 6.1.1 The Treasurer shall be appointed annually by the President, approved by the Executive Council, and have full voting privileges.
- 6.1.2 Ad Hoc Committee Chairpersons shall be appointed annually by the President, approved by the Executive Council, and may, at the discretion of the Executive Council, be voting members of the Executive Council.
- 6.2 The officers of the Association shall be members of the Saskatchewan Teachers' Federation.
- 6.3 The President, and President-Elect, and immediate Past President shall serve one-year terms. All other officers shall serve two-year terms.
- 6.4 Committee chairpersons and chapter presidents may be invited by the President to attend Executive Council meetings and may, at the discretion of the Executive Council, be voting members of the Executive Council.

ARTICLE 7 – ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

7.1 President

- a. To preside at all meetings of the Association.
- b. To serve as an ex-officio member of all standing and ad hoc committees.
- c. To maintain contact with the STF liaison for purposes of information sharing and counsel.
- d. To serve as the official spokesperson for the Association.
- e. To annually review the Association's policies, procedures, and strategies.
- f. To complete duties as defined in the Association's *Executive Duties and Responsibilities*.

7.2 **President-Elect**

- a. To perform the duties of the President in his/her absence.
- b. To serve on other committees as directed by the President and the Executive Council.
- c. To liaise with the Association's partners.
- d. To complete duties as defined in the Association's *Executive Duties and Responsibilities*.

7.3 **Past President**

- a. To chair the Nominating Committee.
- b. To serve on other committees as directed by the President and the Executive Council.
- c. To advise the President and the Executive Council regarding prior procedures and events to maintain quality and continuity.
- d. To complete duties as defined in the Association's *Executive Duties and Responsibilities*.

7.4 **Secretary/Archivist**

- a. To maintain the permanent records of the Association, including all minutes, agendas, treasurer's reports, constitution, charter and/or bylaws, list of committees and their members, and any written procedures or rules of order.
- b. To record and distribute the minutes of all meetings of the Association to the Executive Council and the STF Executive Assistant liaison.
- c. To be responsible for writing, receiving, and replying to correspondence as directed by the President and the Executive Council.
- d. To complete duties as defined in the Association's *Executive Duties and Responsibilities*.

7.5 Treasurer/Membership

- a. To receive, record and disburse the funds of the Association under the direction of the President and the Executive Council.
- b. To implement the Association’s financial policy as defined in the Association’s *Executive Duties and Responsibilities*.
- c. To complete duties as defined in the Association’s *Executive Duties and Responsibilities*.

7.6 Communications Councillor(s)

- a. To coordinate the Association’s web site.
- b. To inform the membership of events, initiatives, developments, and professional development opportunities associated with school libraries.
- c. To implement the Association’s communications strategy as defined in the *SSLA Executive Duties and Responsibilities*.
- d. To complete duties as defined in the Association’s *Executive Duties and Responsibilities*.

7.7 Publications Councillor(s)

- a. To coordinate publishing of the Association’s professional journal, *The Medium*.
- b. To implement the Association’s publications strategy as defined in the Association’s *Executive Duties and Responsibilities*.
- c. To complete duties as defined in the Association’s *Executive Duties and Responsibilities*.

7.8 Professional Development Councillor(s)

- a. To secure a school division or other group to host and plan the Association's conference(s).
- b. To serve as a liaison with the Association's Conference Committee(s).
- c. To coordinate Learning Events and other professional development opportunities offered by the Association.
- d. To implement the Association's professional development guidelines as defined in the Association's *Executive Duties and Responsibilities*.
- e. To complete duties as defined in the Association's *Executive Duties and Responsibilities*.

7.9 Special Project Councillor(s)

- a. To serve as member of working group with the project partner(s).
- b. To conduct regular meetings with project members to monitor the status of the project.
- c. To coordinate and submit regular reports to project members and the Association's Executive Council of the project status and progress.
- d. To complete duties as defined in the Association's *Executive Duties and Responsibilities*.

7.10 Ad Hoc Committee Chairpersons

- a. To coordinate special activities as directed by the President and the Executive Council.

ARTICLE 8 – MEETINGS

- 8.1 The annual general meeting and such conventions as are deemed necessary shall be held at such times and places and with such themes as approved by the Executive Council.
- 8.2 Meetings of the Executive Council shall be held at such times and places as determined by the Executive Council in order to execute the business of the Association.
- 8.3 A quorum for a meeting of the Executive Council shall consist of 50 percent of its members.
- 8.4 Meetings of the Executive Council and Special Committees may be held electronically (video conferencing, online conferencing, audio conferencing) provided that all participants can communicate with each other simultaneously.
- 8.5 In the case of a motion that is easily handled by the expression of a vote in favour or opposed, communication via email to a designated recipient is deemed acceptable.

ARTICLE 9 – ELECTION OF OFFICERS

- 9.1 The President, with Executive Council approval, shall appoint a Nominating Committee of three members not less than one month prior to the Annual General Meeting as stated in the Association's *Executive Duties and Responsibilities*.
- 9.2 Executive Officers of the Association shall be elected at the Annual General Meeting and shall assume office July 1.
- 9.3 Officers of the Association are eligible for re-election.
- 9.4 Vacancies shall be filled by appointment of the President, approved by the Executive Council, and shall endure until regular elections are held.

ARTICLE 10 – CHAPTERS OF THE ASSOCIATION

- 10.1 The Executive Council shall have authority to recognize chapters of the Association which may be established on a local or regional basis.
- 10.2 Recognition of a Chapter shall be dependent upon Executive Council approval of the constitution of the Chapter.
- 10.3 Chapter presidents shall be members of the Saskatchewan Teachers' Federation.
- 10.4 Chapter presidents may, at the discretion of the Executive Council, be voting members of the Executive Council.

ARTICLE 11 – COMMITTEES

- 11.1 The Executive Council shall determine the committees deemed proper and necessary to fulfill the objectives and purposes of the Association.

ARTICLE 12 – RESOLUTIONS FOR SASKATCHEWAN TEACHERS' FEDERATION COUNCIL

- 12.1 Resolutions may originate from the Association's general membership, the Executive Council or a Chapter of the Association.
- 12.2 Resolutions from the membership or any Chapter of the Association may be submitted to the Annual General Meeting for approval.
- 12.3 The Executive Council may submit resolutions on behalf of the Association.
- 12.4 Resolutions approved by the Annual General Meeting or the Executive Council shall be forwarded to the Saskatchewan Teachers' Federation.

ARTICLE 13 – RESOLUTIONS FOR SSLA ANNUAL GENERAL MEETING

- 13.1 Resolutions may be submitted in writing to the Secretary by any member of the Association at the Annual General Meeting.
- 13.2 Resolutions shall be passed by a simple majority.

ARTICLE 14 – REPRESENTATION

- 14.1 Any representation which the Association wishes to make to any organization, persons, government, department, or other agency outside the STF shall be conducted through the regular channels of the STF as provided by Federation Policy and *The Teachers' Federation Act, 2006*.

ARTICLE 15 – AMENDMENTS OF CONSTITUTION

- 15.1 The Constitution may be amended by a two-thirds vote of the members present at the annual general meeting provided that notice of the proposed amendment has been posted on the Association's web site at least thirty days prior to the date of such a meeting.
- 15.2 The Executive Council may make such editorial, grammatical, or numbering changes to Articles of the Constitution as do not change their substance or meaning. These changes shall take effect upon approval of the Executive Council.

ARTICLE 16 – DISSOLUTION

- 16.1 The SSLA may be dissolved by a two-thirds vote of the members present at the annual general meeting provided that notice of the proposed dissolution has been posted on the Association's web site at least thirty days prior to the date of such a meeting.
- 16.2 Upon approval of dissolution, the Executive Council will distribute remaining funds to the STF Stuart Resource Centre for the purpose of purchasing resources pertaining to teacher librarianship.