

DIVISIONS

INTENT

The Divisions of the Library Association of Alberta (LAA) are established to represent specific groups or sectors within the library industry. Each Division is responsible for delivering tailored programs, services, and advocacy that benefit its Division members, the broader Association membership, the profession of librarianship, the educational community, and the general public.

DEFINITIONS

The following words have these meanings.

- (a) "Act" means the Societies Act R.S.A. 2000, Chapter S-14 as amended, or any statute substituted for it.
- (b) "Director" means any person elected or appointed to the LAA Board.
- (c) "Officer" means any Officer listed in 2.2.
- (d) "Association" means the Library Association of Alberta (LAA).
- (e) "Voting Member" means a Member entitled to vote at the meetings of the Association.
- (f) "Division" means an established group of the LAA representing a distinct group or sector of the library industry.
- (g) "Division Council" means any person elected or appointed to govern the Division

POLICY

1. MEMBERSHIP

1.1. Application for Membership

Individuals and institutional members of the LAA wishing to enroll as members of the Division must be members in good standing of the Library Association of Alberta. LAA members may enroll as Division members upon application for membership in the Division and payment of any required fees. An institutional member must designate one person as its representative to the Division.

1.2. Members' Rights

All members of the Division shall have the following rights and privileges, and the rights and privileges of institutions shall be conferred on their duly designated representative:

- (a) the right to vote on Divisional matters
- (b) the right to receive any official Division publication or communication
- (c) the right to nominate for Division Council
- (d) The right to serve as a member of the Division Council;

1.3. Termination of Membership

A member may resign from the Division at any time by submitting notice in writing to the Division Council Chair. Resigning members shall not be entitled to any rebate of membership fees, either Divisional or for the Association. The membership shall be

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deemed to have been terminated on the date of receipt by the Chair of the written notice.

1.4. Fiscal and Membership Years

The fiscal year of the Division shall begin on January 1 and end on December 31 of the same year. The Division membership year shall begin upon payment of fees and end on the last day of the same month in the following year.

1.5. Membership Fees

Members of LAA are entitled to one division membership at no cost. Additional divisional memberships can be purchased for a fee of \$25 per Division.

2. GOVERNANCE

2.1. Governing Body

The LAA Board shall have full control and management of the affairs of the Division and will delegate authority for operating the Division to the Division Council, elected by the Division members with the exception of the Division Council Chair who shall be elected by the full membership of the LAA.

No member of a Division Council shall have signing authority or be authorized to enter into any contract or agreement on behalf of either LAA or the LAA Division unless authorized to do so by a motion of the LAA Board.

2.2. Composition of the Division Council

The Division Council shall consist of the Officers (Division Chair, Division Vice-Chair, Division Secretary), and up to three (3) Division Officers. The Division Chair must be elected by the full membership of the LAA as per LAA Bylaws. The Division Vice-Chair, Secretary and Officers shall be elected by the Division membership. The Division Council must be affirmed by motion of the LAA Board.

(a) Division Chair

This position has a two (2) year term, followed by a six (6) month term as Past Chair to ensure continuity during the orientation of the new Division Chair.

The Division Chair sits on the LAA Board as a Director and fulfills all roles and responsibilities expected of a Director of the LAA Board. The Division Chair presides over all Division meetings and serves as the primary spokesperson for the Division. They are responsible for calling meetings of the Division Council and the Division membership.

(b) Division Vice Chair

This is a two (2) year term. The Vice Chair serves as Chair in the absence of the Division Chair and assumes the duties of the Chair.

(c) Division Secretary

This is a two (2) year term. The Division Secretary takes minutes of all Division meetings and maintains the records of the Division.

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(d) Division Officers

These are two (2) year terms. The Division Council must include at least 1 Officer and no more than 3 Officers. Division Officers assist in executing projects of the Division.

2.3. Division Committees/Working Groups

Divisions may establish committees or working groups at the discretion of the Council to support the execution of their work. Any new committees or working groups should be communicated to the LAA Board through the Division Chair.

2.4. Term of Office

The Division Council shall be elected from those names submitted to the Division providing that all candidates are personal and current members of the Division and have consented to their candidacy. Prior to the LAA Annual General Meeting, the Division members in good standing shall elect by ballot a candidate for upcoming vacant positions. The Division Chair will be elected via the LAA's regular nomination and election process.

Division Council Members shall take office at the close of the LAA Annual General Meeting at which the election is announced and shall hold office until the close of the LAA Annual General Meeting at which their successors' election is announced.

No Division Council member shall be eligible to serve for more than two (2) consecutive terms.

A member of the Division Council may be removed from office upon majority vote by the LAA Board for just cause or for conduct unbecoming a Division Council member. Absence from three consecutive meetings shall be deemed as just cause for removal from office.

2.5. Vacancies on the Council

The office of a member of the Division Council shall be vacated through:

- (a) written notice of resignation submitted to the Division Chair and announced to the rest of the Division Council;
- (b) a motion for removal passed by a majority vote of the LAA Board.

A vacancy in the office of Division Council Chair shall typically be filled for the balance of the respective term by the Division Vice Chair upon appointment by the LAA Board. A vacancy in any other position may be filled for the balance of the respective term by a replacement appointed by a majority vote of the Division Council.

When a person is appointed to fill a vacancy, the remainder of that term is not counted when calculating "two consecutive terms"

2.6. Remuneration

Division Council members shall not receive any remuneration for their services as Division Council members.

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3. MEETINGS

3.1. Meetings of the Division Council

Regular Meetings of the Division Council shall be held as often as required, but at least four (4) times per calendar year, and shall be called by the Division Council Chair. The Division Council may conduct its business via electronic means provided quorum present and that all participants are able to communicate with each other. The Council Chair may also call a meeting if any two (2) Council members make a request in writing and state the business of the meeting.

A majority of the Council members present at any Division Council meeting is a quorum.

Each Division Council member, including the Division Council Chair and the Division Council Past Chair has one (1) vote.

The Division Council Chair does not have a second or casting vote in the case of a tie vote. A tie vote means the motion is defeated.

Meetings of the Division Council are open to members of the Division by request, but only Division Council members may vote.

3.2. Division Member Meetings

Divisions must hold at least one Annual General Meeting and may hold additional meetings throughout the year for the purpose of sharing and gathering information with the membership.

3.3. Division Record Keeping

Divisions will keep minutes of all Division Council and Division Member meetings that should be approved by the Division Council. All Division Council meeting minutes must be accessible by the LAA Board of Directors.

The Division Council Secretary will ensure the taking and keeping of the Division Council Meetings Notes to be shared with the membership.

4. FINANCIAL MATTERS AND REPORTING

Divisions are governed by existing LAA fiscal bylaws, policies, and procedures. Divisions do not hold funds or manage an independent budget. All revenues and expenses related to Divisions will be accounted for in the LAA operating budget.

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Divisions formed from a third-party dissolving association with pre-existing funds will transfer all funds to the LAA accounts, which will be allocated to LAA reserves.

- (a) Divisions may propose projects that utilize existing funding upon creation by submitting a proposal and budget to the LAA Board. If approved, incoming funds will be held in a restricted reserve specifically for the approved project.
- (b) Any surplus remaining at the project's completion will be allocated to LAA reserves by LAA Board motion.

The Division Council is responsible for developing and submitting an annual work plan which will include proposed budget needs, proposed revenue, and how the work will align with LAA goals. Annual Division work plans are approved by the LAA Board.

Divisions also have the responsibility to alert the Association to any planned activities that could have a potential negative impact upon the fiscal stability of the Association. No purchases or financial contributions outside of the approved LAA budget can be made on behalf of the Division without the approval of the LAA Board.

5. DISSOLUTION

The LAA Board may choose to dissolve a Division if:

- (a) the Division does not maintain membership of at least 10% of total LAA memberships for two consecutive years.
- (b) requested by the Division via a majority vote of the Division membership
- (c) the Division is unable to fill the position of Chair and Vice-Chair for longer than six (6) months.

PROCEDURES

Upon creation, the LAA will:

- 1.1. Establish a division section of the website.
- 1.2. Create a Division specific shared Google Drive
- 1.3. Set up a general email for the Division
- 1.4. Coordinate the transfer of assets to the LAA as required.
- 1.5. If an LAA division is being formed by a dissolving association, LAA will transfer all existing memberships from the dissolving association to LAA memberships and include membership in the newly formed Division and honour the term of those memberships up to a maximum of 1 year.
- 1.6. LAA will support approved Divisions with promoting the new Division via announcements and assistance with website set-up.


Upon creation, the Division will:

- 1.7. Schedule regular meetings.
- 1.8. Create an annual workplan and budget for the division to be submitted to the LAA Board for approval within two months of the election of the Division Council.

RESPONSIBILITY AND ACCOUNTABILITY

To be reviewed by the Association Governance Committee every 3 years.

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REVIEW HISTORY
RELATED DOCUMENTS: <ul style="list-style-type: none">•  LAA Division Creation Application