

## Constitution

### Name

1. This section of the British Columbia Library Association shall be named the Library Technicians' and Assistants' Section, hereafter referred to as LTAS.

### Purpose

2. LTAS' mission is to provide relevant professional development, networking opportunities, and advocacy for library technicians and assistants in B.C.
3. LTAS shall primarily serve library technicians and assistants, including students of library and information technology diploma programs, living or working in B.C.

## By-Laws

### 1. Interpretation

- 1.1 In these by-laws and like other by-laws of the British Columbia Library Association, unless the context otherwise requires, words importing the feminine gender shall include the masculine gender as the case may be and vice versa.

### 2. Members

- 2.1 Membership in LTAS shall be open to any member of the British Columbia Library Association in good standing.

### 3. Executive Committee

- 3.1 The Executive Committee of the section shall consist of the Officers of the Section and member(s)-at-large, coordinators, liaisons, and representatives of sub-committees or working groups as appropriate.
- 3.2 The Officers of the Section shall include the LTAS Chair, all Regional Chapter Liaisons (who will function as "vice-chairs" for the purposes of BCLA's Sections by-laws, item 12.3), and Recording Secretary.
- 3.3 The Executive Committee shall hold at least four meetings in a given year (including the Annual General Meeting), either in person or by electronic means.

### 4. Terms of Office

- 4.1 All positions in the Executive Committee shall be a one (1) year term unless otherwise stated.
- 4.2 The members of the Executive Committee shall agree upon appointment to hold office until the AGM of a given year or until another predetermined date.
- 4.3 Incumbent members any position in the Executive Committee shall be eligible for re-election.
- 4.4 Any member of a position on the Executive Committee, including the Officers of the Section, must be both a BCLA member in good standing and a declared member of the Section.
- 4.5 Executive Committee positions shall be declared vacant upon:
  - a) written notice of resignation delivered to an Officer of the Section;
  - b) the member ceasing to be a Section member or BCLA member in good standing.
- 4.6 The Chair, or in the Chair's absence by consensus of the remaining Officers of the Section, may fill vacancies in the Executive Committee by appointment.

## **5. Election of the Officers of the Section**

- 5.1 Elections for the positions of the Officers of the Section shall take place at the Annual General Meeting of the Section each year.
- 5.2 A call for nominations to positions of the Officers of the Section shall be communicated to the membership no later than eight weeks prior to elections. This communication will include details of the Terms of Office and Duties of Officers.
- 5.3 Other positions on the Executive Committee may be put to elections and nomination as necessary or appropriate.

## **6. Duties of Officers**

- 6.1 The Chair shall be responsible for the well-being of the Section, and will work for the benefit of membership and the furthering of the purpose of the Section. Her duties shall include (but not be limited to):
  - a) Representing the interests of the Section to the BCLA Board as LTAS Director.
  - b) Submitting an annual report to BCLA and to the Section.
  - c) Ensuring that an Annual General Meeting of the Section take place each year.
- 6.2 The responsibilities of the Recording Secretary shall include (but not be limited to):
  - a) Maintaining an annual work plan for the Section.
  - b) Taking minutes at meetings of the Executive Committee, and ensuring these minutes are made available to membership.
- 6.3 The responsibilities of the Regional Chapter Liaisons shall include (but are not limited to):
  - a) Ensuring local (regional) meetings are held.
  - b) Relaying information to the Executive Committee from local membership, and vice versa.
  - c) Working with the Chair as needed to further the aims of the Section (i.e., in the capacity of “vice-president”).

## **7. Regional Chapters**

- 7.1 LTAS will strive to establish and maintain Regional Chapters in order to better represent the interests of membership throughout British Columbia, and to promote province-wide participation.
- 7.2 Each Regional Chapter shall have one (1) to two (2) members as Regional Chapter Liaisons.
- 7.3 Regional Chapter Liaisons will function as Chairs or Co-Chairs in their chapter. Terms of office are detailed in item 6.3 of this document.
- 7.4 The LTAS Chair will also hold office as a Regional Chapter Liaison.

## **8. Affiliation**

- 8.1 The Section may affiliate with another organization having similar purposes.

## **9. General Meetings**

- 9.1 The Annual General Meeting of the Section shall be held at such time and place as the Officers of the Section may determine.
- 9.2 Membership shall be given notice of the time and place of the Annual General Meeting at least one (1) month prior to the meeting.
- 9.3 The order of business at General Meetings will be determined by the Chair in conjunction with the Executive Committee.
- 9.4 The Chair shall preside at all General Meetings of the Section.

9.5 Where there is question or conflict, the rules in Robert's Rules of Order most recent edition shall govern in all cases where they do not conflict with the By-Laws of the Association or the Society Act, R.S.B.C. 1996, c. 433 and amendments thereto.

#### **10. Dissolution**

10.1 The BCLA Board of Directors may dissolve LTAS if it fails to maintain a membership of at least (10%) of the members of the Association or fails to uphold its Constitution and By-Laws.

#### **11. Amendments to the Constitution and By-laws**

11.1 Amendments to the Constitution or By-Laws shall be by Special Resolution of the Section. Notice of motion of a Special Resolution shall be given in writing to all members at least fourteen (14) days before the General Meeting at which it will be presented. It must be passed by a three-quarter (3/4) majority of those present at the General Meeting. As well, any Amendments to the Constitution and By- Laws must be submitted to, and receive approval of, the Board of Directors before coming into force.