



Council of Post Secondary Library Directors

(British Columbia)

BYLAWS

Approved and in effect May 20, 2015

Name

1. The name of the Association is the Council of Post Secondary Library Directors (British Columbia) abbreviated as the CPSLD. Hereafter known in these bylaws as the Council.

Purpose

2. The Council of Post Secondary Library Directors is an association representing the Library Directors of not-for-profit post secondary education institutions in British Columbia, Canada. The Council provides leadership to strengthen the British Columbia post secondary library system for the benefit of the students and stakeholders in the British Columbia post secondary education system. The Council accomplishes this work through collaborative projects, advocacy and frequent dialogue on issues of common concern.

Membership

3. Membership may be open to the director, head or chief librarian, (hereafter known as the Director), of a British Columbia not-for-profit post secondary library meeting the following conditions:
 - a. The member's library supports the Council's vision and purpose.
 - b. The payment of Council fees that may be levied from time to time by a vote of the membership.
 - c. Approval of the Council as determined by a Special Resolution.
4. To be considered for membership the Director of a library in a not-for profit British Columbia post secondary educational institution shall apply for membership to the Secretary of the Council and will be considered for membership by a Special Resolution at a duly convened meeting of the CPSLD. The Special Resolution must pass by a three-quarters majority of members present.
5. The membership of any member of the Council may be terminated otherwise for cause as determined by Special Resolution. The Special Resolution must pass by a three-quarters majority of members present.
6. Members may withdraw from the Council by delivering to the Secretary a written resignation. The withdrawing member will not be entitled to any refund of membership dues or assessed fees and shall remain liable for, and shall pay, any assessed fees which have become payable before the resignation date.

7. Members in default of levies and fees approved by the membership will not be considered members in good standing.
8. Post secondary libraries will be represented by a single representative.
9. With due notice to the President, libraries may be represented on a continuous basis by a senior library appointment. Because the purpose of the Council is collaborative and dialogue driven, continuity in representation is expected in order to maintain the effectiveness of the Council. The member representative shall have full rights and privileges.
10. From time to time, the Council may invite the Directors of non-post secondary libraries and relevant agencies to observe and enhance the dialogue of the Council.

Meetings

11. The Council will meet at least once a year to review its business and to elect officers as necessary. It will hold other meetings as are necessary to support the objectives of the Association.
12. The President will chair Council meetings.
13. To conduct the business affairs of the Council as a whole, a quorum shall be two-thirds of the members in good standing.
14. For each motion, the majority shall carry the question. The President will vote as a member and shall not have a special vote as a chairperson. In the event of a tie vote, the motion will not pass.
15. There will be no proxy voting.

Special Resolutions

16. From time to time a Special Resolution to amend the membership, to amend the bylaws or to consider financial proposals may be introduced by any members and considered at a duly convened meeting of the CPSLD.
17. A Special Resolution must be proposed and seconded by two members in good standing and forwarded to the Secretary not less than thirty days before a duly convened meeting to allow general distribution to the members with the agenda.
18. A Special Resolution will require a three-quarters majority of members present to pass.

Officers

19. All candidates for Officers of the Council must be members in good standing.
20. The business of the Council shall be conducted by the Council and led by a President, a Secretary and a Treasurer.
21. The President, with the assistance of the Secretary and in consultation of the membership, shall be responsible for preparing the agenda for each meeting and shall chair all meetings of the Council. The President will conduct all official correspondence for the Council. The President shall serve for one year.
22. The Secretary shall be elected from the voting membership for a period of one year and will then assume the Presidency. Should the position of President become vacant, the Secretary shall assume the duties of President and a new Secretary shall be elected from the voting members of the Council.

23. The Treasurer shall be elected from the voting membership for a term of two years. This term may be renewed.
24. The Treasurer shall report the state of finances at each meeting and shall prepare a statement for approval by the membership at each meeting.
25. The Treasurer will make disbursements as approved by the Council.

Committees and Representatives

26. Representatives may be appointed by Council to provide liaison to agencies and organizations that share common interests with the Council. The representative shall report regularly to the Council on the activities of the group to which liaison is provided. Representative will consult with the membership at other times in connection with major activities.
27. Committees may be formed by a vote of the membership on an ad hoc basis to deal with emergent issues or special business. Such committees will report to the membership at regular meetings and consult with the membership at other times in connection with major activities. Terms of reference will be established at the time the committee is formed.
28. Committees and representatives shall keep the President informed of activities as appropriate.

Finances

29. Council may assess fees from time to time to cover membership expenses and other projects approved by the voting members.
- 30a. The Council may approve the expenditure of up to \$1,500 by means of a majority vote, as per Sections 14 and 15. Expenditures of greater than \$1,500 require ratification by special resolution, as per Sections 16-18.
- 30b. From time to time the executive may be required to make timely financial decisions consequential to approved business, or business that advances the purpose of the CPSLD. Consultation will take place with the membership as part of any decision-making in these extraordinary circumstances. These decisions will be reported at the next duly constituted meeting and will require ratification by majority vote.
31. Fees, levies and contractual assessments for the initiation and maintenance of joint projects or services among members shall require approval by the member's home institution.
32. Funds collected and received for joint projects may be vested in the project or sponsoring corporate agency and not the Council.

Bylaw Amendments

33. As in Section 14 and Section 15, all amendments to the bylaws will be executed by a Special Resolution. A three-quarters majority of members present will be required to pass.