

**CONSTITUTION
AND
BY-LAWS**

MANITOBA LIBRARY TRUSTEES ASSOCIATION

(Revised , October 23, 2005)

CONSTITUTION

APPROVED- changes are shown in *italicized type*

Article 1 Name

The name of this organization shall be known as the Manitoba Library Trustees Association (M.L.T.A.).

Article 2 Objectives

The objectives of M.L.T.A. shall be:

- 2.1 To promote and foster the development of libraries in Manitoba.
- 2.2 To promote changes in legislation beneficial to libraries in Manitoba.
- 2.3 To provide for the exchange of ideas and experiences amongst members and interested groups through conferences and library publications.
- 2.4 To promote a better understanding of the duties and responsibilities of Library Trustees.

Article 3 Membership

- 3.1 Institutional membership: every Public Library Board in Manitoba
- 3.2 Individual membership: open to anyone interested in fostering library development in Manitoba.
- 3.3 Corporate membership: open to any firm, corporation, or organization interested in library development in Manitoba.
- 3.4 Honorary membership gives the person honoured the right to vote, and the right to hold office in M.L.T.A.

Article 4 Voting Privileges

- 4.1 A paid up Institutional membership gives *its trustee representative* the right to vote and the right to hold office in M.L.T.A.
- 4.2 A paid up Individual membership gives *this person* the right to vote and the right to hold office in M.L.T.A.
- 4.3 A Corporate membership gives the *corporation* one vote *at the M.L.T.A. Annual General Meeting*, but not the right to hold office in M.L.T.A.
- 4.4 An Honorary membership gives the *honoree* the right to vote, and the right to hold office in M.L.T.A.

Article 5 Fees

The annual fees for each class of members shall be such as the Board shall, by resolution, decide. If the annual fee is altered, notice of the resolution shall be mailed to all members two months prior to the annual meeting and the resolution shall be subject to ratification by a two thirds vote of the members present at the annual meeting.

Article 6 Financial Period (Fiscal Year)

- 6.1 The fiscal year end shall be the 31st of March
- 6.2 *The choice of auditor is subject to the Board's approval.*

- 6.3 *The financial records of M.L.T.A. are available to anyone who gives reasonable notice.*
- 6.4 *An annual report must be approved by the Board prior to presentation to all.*

Article 7 Executive

The executive of M.L.T.A. shall consist of:

- 7.1 *Immediate Past Chair.*
- 7.2 *Chair*
- 7.3 *Vice-Chair*
- 7.4 *Secretary/Treasurer*

Article 8 Board of Directors

- 8.1 The Board shall consist of M.L.T.A.'s Executive together with no more than 12 other members elected as Directors. Each member of the Board shall serve a two year term.
- 8.2 The governing body of M.L.T.A. shall be known as the Board of Directors (herein called "the Board"), in which shall be vested the charge and control of M.L.T.A.'s affairs, funds, and property. The Board may hire such employees as may be required from time to time to operate M.L.T.A.
- 8.3 The Board shall be selected in the following manner:
- a.) The immediate Past *Chair* shall be a member of the Executive by virtue of having served as *Chair* of the organization. All other members shall be elected.
 - b.) At the first Board meeting of the year, the Board shall appoint a nominating committee consisting of three M.L.T.A. members in good standing.
 - c.) The Nominating Committee shall submit to the annual meeting names of members in good standing prepared to be candidates for the Executive and Directors whose term of office is about to terminate. As well, the Nominating Committee shall submit names of members in good standing for any vacancies that may occur on the Board. Consent of the nominee must be obtained.
 - d.) One half of the directors shall be elected each year so that the terms of office of half the Directors terminate each year.
 - e.) In addition to the nominations presented by the Nominating Committee, a nomination of any member in good standing may be made from the floor of the annual meeting. The nominee's consent must have been obtained.
 - f.) The Secretary-Treasurer shall be *chosen from the Directors and shall have voting privileges.*
- 8.4 A vacancy occurring on the Board or Executive shall be filled by the Executive, such officer or director to serve until the next annual meeting. Any such appointments to be effective immediately.
- 8.5 *New officers and Directors shall take office at the end of the annual meeting at which they are elected.*

Article 9 Duties of Officers

- 9.1 Immediate Past *Chair*-Act as *Chair* of Nominating Committee. Available as a consultant to the *Chair* and the Board.
- 9.2 The *Chair* shall call and preside at all M.L.T.A. meetings and shall exercise general supervision over M.L.T.A.'s affairs, and be C.L.T.A. representative or appoint a representative from the executive to act in his/her place; prepare an annual report.
- 9.3 The Vice-*Chair*, shall, in the absence of the *Chair*, act in his/her place . In the event of a vacancy in the office of *Chair*, shall succeed to that office.
- 9.4 The Secretary-Treasurer shall:
 - a.) Keep and maintain a record of the proceedings of all annual, general, Board and Executive meetings.
 - b.) Keep and maintain a file of all correspondence.
 - c.) Receive and deposit all funds.
 - d.) Maintain a record of M.L.T.A.'s current financial status.
 - e.) Call meetings at the direction of the *Chair*.
 - f.) Prepare and submit a report on the year's operations to the annual meeting.
 - g.) Submit an annual financial report for the Auditors and the Board of Directors.
 - h.) *The Secretary/Treasurer shall promote and publicize M.L.T.A.s activities.*

Article 10 Conduct of Meetings

- 10.1 M.L.T.A.'s annual meeting shall be held at such time and place as the executive may decide. *M.L.T.A. meetings are open meetings unless otherwise declared by the Chair according to Robert's Rules of Order.*
- 10.2 Eight weeks notice to all members to be mailed to all members and trustees in Manitoba.
- 10.3 The Board shall meet at the call of the Chair.
- 10.4 *Voting privileges are to be exercised by all M.L.T.A. members in good standing.*
- 10.5 *A quorum for the Annual meeting shall be one third plus one . A quorum for meetings by the Executive shall be one third plus 1.*
- 10.6 *If Executive or Board members miss three consecutive meetings without due cause, they will be asked to resign from the Board and Executive.*
- 10.7 *The new Executive , at its' first meeting , will set out dates and locations for its Executive and Board meetings.*

Article 11 Signing Officers

- 11.1 *The executive shall prescribe the manner in which agreements, letters, and documents shall be signed.*
- 11.2 *Vouchers must be presented for all expenses. All cheques or orders for payment shall be signed by the Secretary-Treasurer and designated signing authorities of M.L.T.A.*

Article 12 Amendments

This constitution may be amended by a two-thirds vote of the members, in good standing, present at a general meeting provided that the notice has been mailed to each member at least *eight* weeks prior to such meeting..

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