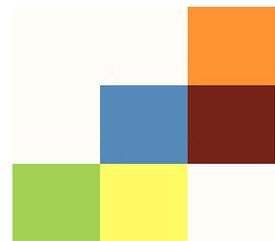


# **APLA**

## **Treasurer Orientation Handbook**



## **OBJECTIVES OF THE ASSOCIATION**

The legal objectives of the Association are outlined in the "Memorandum of Association" as follows:

1. To promote library and information service throughout the Provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador;
2. To serve the interests of all who work in the region's libraries and to serve as a focal point for all those who are interested in library and information services in the Atlantic Provinces;
3. To cooperate with library associations and other organizations on matters of mutual concern.

## **MISSION STATEMENT AND STRATEGIC GOALS**

The following mission statement and strategic goals were adopted at the 10 May 1992 OGM (item 3) in Halifax (NS). The goals are numbered for reference only, and the order does not indicate priority.

### **Mission Statement**

The Atlantic Provinces Library Association represents, promotes, and supports the interests and concerns of the library community in the Atlantic Provinces.

### **Strategic Goal 1: Regional Voice Role**

To structure and position APLA so that the Association can effectively serve its mandate as a regional voice.

### **Strategic Goal 2: Communication**

To improve internal and external communications.

### **Strategic Goal 3: Value of Libraries**

To promote the value and worth of the library and its workers.

### **Strategic Goal 4: Interest Groups**

To improve the effectiveness of the interest groups.

### **Strategic Goal 5: Continuing Education**

To develop an effective continuing education programme.

## **DUTIES OF THE TREASURER**

1. Serves, normally, for three years. No member shall hold the Office of Treasurer for more than three years (Article 76 (1)).

2. Serves as the recognized agent of the Association for the purposes of the Corporations Registration Act of Nova Scotia (Article 76 (2)).
3. Acts as a signing officer of the Association together with the President.
4. Acts as a signing officer of the APLA Memorial Award Trust Fund (Executive meeting, 21 February 1987) and the Carin Alma E. Somers Scholarship Trust Fund (Executive meeting, April 2005).
5. Serves as a member of the Finance Committee (Standing Order 5.01).
6. Reports annually to the Association (Article 80).
7. Submits a profit and loss account, and a balance sheet at the Ordinary General Meeting. These accounts shall be as set forth in the "Companies Act" and shall be made up to the date fixed by the Association as the end of its fiscal year (Article 93).
8. Prepares and presents the banking resolution to the first meeting of the new Executive, and thereafter obtains the necessary signatures on the appropriate banking forms.
9. Maintains and revises the Treasurer's procedures manual.
10. Serves on the Membership Committee (Standing Order 5.04).
11. Has the responsibility for mailing out the receipts (Executive meeting, 16 January 1994, item 6.5).
12. Serves as a "face to face" contact between the Executive and the membership. A good place to do this is at the annual conference.

**Points of information:**

1. The fiscal year of the Association shall be April 1 to March 31 (Article 110).
2. To remain in good standing, members must pay fees within three months of the expiration of their membership. Memberships expire 12 months from the end of the month in which the Vice-President (Membership) receives the initial membership form, or on March 31 for members who joined APLA prior to June 2004. (Standing Order 2.01).
3. A separate financial report shall be made for each conference and appended to the main financial report. Conference receipts and expenditures shall be shown only as totals in the annual financial report (Standing Order 3.14).
4. The financial records of APLA shall be maintained on one ledger with two separate categories: 1) General and 2) Bulletin; but only one bank account shall be maintained (Executive meeting, 16 September 1976).

5. The treasurer shall draft budget guidelines for committees and interest groups, and, once approved by the Finance Committee, the treasurer shall then provide a copy to conveners of all committees and interest groups, requesting budget proposals for the coming year (Executive meeting, 11 February 1977).
6. The treasurer shall place cash, surplus to current requirements, in savings accounts and short term investment certificates until needed (Executive meeting, 16 September 1977).
7. A percentage of each personal and institutional membership fee, not to exceed 50 % of the fee, may be allocated to the support of the official publication of the Association (Standing Order 2.04).
8. The Executive shall set an amount annually to support the attendance at Fall, Winter and Spring Executive meetings of the officers, the secretary and the editor of the Bulletin. APLA will pay the expenses of the Association's President for the APLA Conference at which he or she presides (Standing Order 3.05).
9. Annually the Executive will fund official delegate(s) to the Partnership. This decision will be based upon availability of money for funding. Funding will be: transportation costs, meals and accomodations as required to attend this meeting (Standing Order 3.06, revised May 2006).
10. Expenses may be paid to the Association's official delegate(s) to meetings of other organizations with which the Association has official affiliation (Standing Order 3.07).
11. Memberships and corresponding fees in other associations shall be evaluated annually on the basis of: i) value of membership, and ii) value of the association (Standing Order 9.04).
12. The accrual method of accounting shall be used (Executive meeting, 13 November 1994).

### **BACKGROUND: APLA EXECUTIVE AND MEETING PROCEDURES**

The Officers of the Association (Article 72) shall be:

- a. the President;
- b. the First Vice-President, who shall also be designated President-Elect;
- c. the Treasurer residing in the Province of Nova Scotia;
- d. a Vice-President from each of the Atlantic Provinces with principal responsibilities to assure the Association is fully aware of the needs and issues in librarianship in their respective provinces;
- e. a Vice-President with principal responsibilities of recruitment and retention of members;
- f. the immediate Past-President.

All of the above shall be elected normally by a postal ballot of the Association and, with the secretary and editor of the APLA Bulletin, shall constitute the executive of the

Association. The secretary and editor of the APLA Bulletin shall be non-voting members of the executive (Executive meeting, 26 January 1992, item 13; Executive meeting, 31 January 1993, item 6.7). All officers must be members in good standing of the Association at the time they are nominated (Standing Order 5.05) and when they take office (Article 73 (1)). The secretary and the editor of the APLA Bulletin must be members in good standing of the Association when they assume their respective positions (Executive meeting, 31 January 1993, item 6.7).

### **Duties and Responsibilities:**

1. To administer the affairs of the Association (Articles 81 and 82).
2. To fill all vacancies in office pro tem. Persons so appointed shall serve until the next ordinary general meeting of the Association (Article 82 (q)). [Note: This article does not appear in the registered copy of the Articles of Association. However, it was approved at a Special Meeting, 6 July 1988. Correspondence between the Association and the Registrar of Joint Stock Companies had indicated that it was not important that the file on hand show all changes. Rather, the Registrar was interested only in major changes such as a change in the purpose of the organization or a change in its name (Executive meeting, 5 June 1996, item 6.5)]
3. To review and approve the budget as prepared by the Finance Committee. Any expenditure in excess of the budgeted amount shall require the approval of a majority of the executive (Standing Order 3.02 and 5.01).
4. To keep the membership informed of the financial status of the Association, e.g. following Executive meetings (Standing Order 3.01).
5. To appoint a Committee on Nominations and Elections (Standing Order 5.05).
6. To act as the jury in the process of selecting the recipient of the APLA Merit Award (Executive meeting, 14 May 1976; Standing Order 9.08).
7. To examine the terms of reference of all committees, making sure that explicit terms of reference are made available to committee conveners and members (Standing Order 4.01).
8. To establish the subscription rate for the APLA Bulletin, upon the advise of the Bulletin Management Board (Standing Order 8.04).
9. To take positive and appropriate action whenever instances of censorship which violate the CLA "Statement on Intellectual Freedom" occur in the Atlantic Provinces (Standing Order 9.03).
10. To amend standing orders (Article 82 (n)). When the Executive makes, varies or repeals any standing order under Article 82(n) of the Articles of Association, such action shall be communicated to the membership as soon as possible after the action; and shall be presented at the next Ordinary General Meeting for confirmation or rejection (Standing Order 1.09).

## Quorum

The executive may meet to conduct business and may regulate their business as they see fit. They may determine the quorum necessary for these meetings, but until otherwise determined two directors shall constitute a quorum (Article 55). At the February 26, 1989 meeting the executive determined that a majority shall constitute a quorum of the executive. (Standing Order 1.03)

### Guidelines for executive meeting expenses

The following were approved by the executive on 21 February 1987 and revised on 6 October 1991 and again on 22 May 2003:

1. Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:
  - a. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at \$0.38/km;
  - b. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;
  - c. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;
  - d. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

|           |         |
|-----------|---------|
| Breakfast | \$ 8.00 |
| Lunch     | \$10.00 |
| Dinner    | \$24.00 |

2. Executive members who reside within the meeting area will be covered under group expenses only.
3. Group expenses:
  - a. lunches and dinners which are concurrent with business meetings will cost up to but will not exceed the combined cost of individual meals as in 1.d;
  - b. the meeting room will be selected based on the lowest available rate at that time
4. General:
  - a. executive meetings will occur on Saturdays and Sundays ;
  - b. the executive will hold committee and special meetings on Saturday concurrent with a dinner;
  - c. the executive meeting will be adjourned on Sunday in sufficient time for

- d. all members to return home that day;  
extenuating circumstances will be considered on an individual basis in order that members not incur additional personal expenditures to attend meetings, e.g., additional nights' accommodations due to non-availability of reasonably direct transportation;
- e. executive members may request travel advances.

**Points of information:**

1. The executive reserves the right to suspend members with cause (Article 4).
2. Honourary life membership may be conferred at the discretion of the executive. Members so chosen pay no dues, but retain full voting privileges (Article 10).
3. The president may call at any time, and shall call upon the request of any two directors, a meeting of the executive (Article 57).
4. Members of the executive shall report to executive meetings and to the ordinary general meeting as required by their executive position or, where relevant, in their role as committee convener.
5. Each member of the executive shall maintain a file containing:
  - a. the Articles of Association, "Memorandum of Association", and the "Standing Orders";
  - b. a list of members of the executive and conveners of committees;
  - c. the minutes of the meetings of the executive and the ordinary general meetings for the last three years;
  - d. a copy of the APLA Procedures Manual.
6. Each member of the executive shall follow the "Guidelines for Maintaining APLA Records" (Appendix M).

**APLA MEMORIAL AWARDS COMMITTEE**

(formerly the Alberta Letts Memorial Fellowship Committee)

See also:

Guidelines for Committees and Interest Groups

**Status:**

Standing Committee

**Terms of reference (Standing Order 6.02):**

1. To solicit applications to the APLA Memorial Awards Fund.
2. To select the award recipients.
3. To encourage donations to the APLA Memorial Awards Fund in honour of past APLA members.

### Membership:

1. The Committee shall consist of four Members, and one Convener, and the APLA President who shall be an ex-officio member.
2. The Convener and Members shall be appointed by the Committee on Committees and Interest Groups when necessary. (Standing Order 5.02)
3. After three years the convenership will normally rotate to another province. (Standing Order 4.04)
4. Members may serve up to three years on the Committee.
5. Members or Convener will step down from the Committee for that year if a conflict of interest arises.

### Terms of the award:

1. The award supports the project of any APLA member who successfully proposes to contribute to their professional development, as well as to the library profession as a whole, through research, educational opportunity, or other appropriate endeavour.
2. Applications will be judged based on various criteria including, but not limited to: clarity of the proposal, originality, creativity, budget outline, stated/implied impact on profession, and the dissemination of results.
3. Award recipients will submit a report after completing their project to be published in the APLA Bulletin.

### Form of the award:

1. The award is the amount of the annual interest from the APLA Memorial Awards Trust Fund and will be awarded annually.
2. Normally, only one award will be given in each year.

### Procedures:

1. Applications will be solicited through appropriate means, such as advertisements in the APLA Bulletin and over relevant regional listservs.
2. The deadline for applications shall be March 31.
3. Each application must include a letter outlining the proposal, a detailed budget, and current curriculum vitae.
4. Applicants from previous competitions may re-apply.

5. The Executive will be asked to approve the recommendation of the Committee at the Spring Executive meeting.
6. The Convener will communicate results to all applicants in writing following the decision from the Executive.
7. The Convener will provide the Treasurer with mailing information to send monies to the award recipient.

**Points of information:**

1. The Finance Committee members serve as trustees and administer the APLA Memorial Awards Fund and submit a detailed financial statement at the conclusion of the fiscal year (Standing Order 5.01).
2. The provincial Vice-Presidents will assist in identifying candidates for the award if necessary.
3. The Executive was authorized to set up the Alberta Letts Memorial Fellowship as a trust which would qualify as a "Registered and Charitable Organization" within the meaning of Section 149-1 of the Income Tax Act (Annual Conference, 1974). The fund was expanded to become a general memorial fund (Annual Conference, 1982).
4. Expenditures of the fund shall be limited to the annual interest from the trust and no more than ten percent of the principal (Annual Conference, 1976, Resolution 9; reaffirmed Annual Conference, 1977; Standing Order 3.08).
5. Lawyer (Catherine S. Walker) stated that to capitalize the interest not given out would be a variation that would require court ratification (Letter from her, 27 April 1983).
6. According to the trust deed, the fund belongs to APLA and is not an independent trust (Executive meeting, 14 February 1978).
7. Up to \$1000 of any operating surplus may be transferred to the principal of the APLA Memorial Awards Fund. Such transfer shall be on a motion of the Executive and shall be identified in the annual financial statement as being pursuant to Standing Order 3.09.
8. Records of the APLA Memorial Awards Trust Fund are to be examined by the Financial Examiner annually (Standing Order 3.10).
9. Should the annual conference realize a surplus, 50% will be divided between the Memorial Awards Fund and the First Timers' Grant Fund, with the amount of the division, to be decided by the Executive (Standing Order 3.15).

**FINANCE COMMITTEE**

**Status:**

Executive Committee

#### Terms of reference (Standing Order 5.01):

1. To work with the treasurer in preparing the annual budget estimates for the approval of the Executive.
2. To monitor and make recommendations to the Executive with regard to the structure and quality of the financial and membership records of the association.
3. To annually make recommendations at the spring Executive meeting concerning the membership and subscription fees for the succeeding year.
4. To serve as trustees and administer the APLA Memorial Awards Fund and submit a detailed financial statement at the conclusion of the year.
5. To serve as trustees and administer the Carin Alma E. Somers Scholarship Trust Fund and submit a detailed financial statement at the conclusion of the fiscal year.

#### Membership (Standing Order 5.01):

1. The President shall be the convener.
2. The Vice-President/President-Elect and the treasurer shall be members.

#### Activities:

1. To prepare a budget for review and approval by the Executive and for presentation to the Ordinary General Meeting (Annual Conference, 1970).
2. To approve, in advance of presentation to the Executive, all expenditures beyond the budgeted amount.
3. To approve allocations from the General Activities Fund (see Appendix E). Applications for allocations from the General Activities Fund are not to be considered if they are to support programs which are held as part of the annual conference (Executive meeting, September 1986).

#### Points of information:

1. The cost of preparing and distributing a membership list shall be budgeted annually (Annual Conference, 1970).
2. A percentage of each personal and institutional membership fee, not to exceed 50 percent of the fee, may be allocated to the support of the official publication of the Association (Standing Order 2.04).
3. The Executive shall set an amount annually to support the attendance at Fall, Winter and Spring (3) Executive meetings of the officers, the secretary and one editor of the Bulletin. APLA will pay travel and one night accommodation for the second spring meeting (usually the joint Executive meeting at the annual

- conference). APLA will pay the expenses of the Association's President for the APLA Conference at which he or she presides (Standing Order 3.05).
4. Annually the Executive will consider funding an official delegate to the Provincial and Territorial Library Associations Council (PTLAC). This decision will be based upon availability of money for funding and the usefulness of that year's meeting. Funding will be: airfare and a maximum of two nights accommodation as required to attend this meeting (Standing Order 3.06).
  5. Expenses may be paid to the Association's official delegate(s) to meetings of other organizations with which the Association has official affiliation (Standing Order 3.07).
  6. Memberships and corresponding fees in other associations shall be evaluated annually on the basis of: i) value of membership, and ii) value of the association (Standing Order 9.04).
  7. Minutes of decisions taken must be kept and turned over to the financial examiner when the books are examined.

### **MEMBERSHIP COMMITTEE**

#### **Status:**

Executive Committee

#### **Terms of reference (Standing Order 5.04):**

1. To recruit prospective APLA members.
2. To report membership statistics.

#### **Membership (Standing Order 5.04)**

1. The convener shall be the Vice-President, membership.
2. Provincial Vice-Presidents, the treasurer and the Vice-President/President-Elect shall be members.
3. Corresponding members may be appointed from all appropriate regions of the Atlantic Provinces.

#### **Activities:**

1. To remain in good standing, members must pay fees within three months of the expiration of their membership. Memberships expire 12 months from the end of the month in which the Vice-President (Membership) receives the initial membership form, or on March 31 for members who joined APLA prior to June 2004. (Standing Order 2.01).
2. The committee is responsible for maintaining the membership form. Recommended changes should be submitted to the Executive for discussion and

approval. The on-line database must be considered when changes to the form are suggested.

3. Normally the committee will discuss membership issues and plan for membership drives or other activities. The provincial Vice-Presidents will contact members in their area who have not renewed.
4. The committee shall meet at least twice a year, preferably on the Saturday preceding the Fall and Winter Executive meetings (Executive meeting, 16 January 1994, item 6.5b).

**Points of information:**

1. A statistical membership report shall be given at every conference and published as part of the conference minutes and proceedings. Such a report should give statistics of types of membership, geographical distribution, a report on new members, etc. (Standing Order 1.07).
2. APLA shall be prepared to exchange mailing lists with other library-related organizations (Executive meeting, 16 September 1976).
3. The Membership Committee should obtain a list of registrants at the annual conference, who are not APLA members, for further action (Executive meeting, 8 May 1977).
4. A member may resign from the Association at any time by submitting notice in writing to the President of the Association but shall not be entitled to any rebate of membership fee (Article 12).