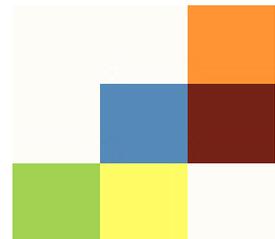


APLA
Vice President
Membership Orientation
Handbook



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 VICE-PRESIDENT, MEMBERSHIP

1. Convenes the Membership Committee (Standing Order 5.04).

2. Assures the recruitment and retention of members (Article 72 (e)).
3. Presents a statistical membership report at every conference. Such a report should include statistics of types of membership and income from each, geographical distribution of members, and a report of new members. This report shall be published as part of the conference minutes (Standing Order 1.07).
4. Maintains the mailing lists of members of the Association and of subscribers to the publications of the Association (Executive meeting, 16 January 1994, item 6.5).
5. Provides copies of the mailing lists to other officers of the Association (Executive meeting, 16 January 1994, item 6.5).
6. Maintains the APLA membership computer and database.
7. Serves as a "face to face" contact between the Executive and the membership. A good place to do this is at the annual conference.

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 all members to return home that day;
 - d. 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).

MEMBERSHIP COMMITTEE

See also:

Guidelines for Committees and Interest Groups
Guidelines for the Release of the APLA Membership List (Appendix J)
Vice-President (Membership): Calendar and Breakdown of Duties (Appendix N)

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).

Guidelines for the release of the APLA membership list

Printed labels shall be distributed by the Finance Committee, to individuals or organizations which may be of interest or relevance to APLA members.

The decision to release labels shall be based on criteria such as the number of recent releases of labels, the contents and purpose of the mailout, and type of individual or organization.

A fee shall be charged to be at least equal to the cost of printing labels and mailing them to the purchaser.

The membership list shall not be given out in electronic form. The APLA Membership Directory shall not be given out in place of the labels.

Vice-President (Membership): Calendar and breakdown of duties

(as approved at the Executive meeting, 16 January 1994, item 6.5b)

Ongoing Duties:

1. Answer inquiries about APLA membership and issue membership lists and labels as requested.
2. Upkeep membership database. This includes updating the database as membership forms and renewals are received from the treasurer and performing a backup of the APLA directory after each change. Fastback software is used for backing up the directory on floppy disks. Instructions for use are included with the membership computer.
3. Send names of new members and members of interest groups, etc., to the Vice-President/President-Elect. The Vice-President/President-Elect will then forward these names to the respective Vice-President and interest group conveners. This may not be the most efficient method of distributing this correspondence but it keeps the Vice-President/President-Elect apprised of interest in the organization and its committees.
4. Send names of new members to the APLA Bulletin editor as they are received.
5. Send occasional reminders of membership renewal of the "benefits" of APLA membership via the APLA listserv.
6. Two weeks before the publication of each issue of the APLA Bulletin, send a set of membership labels to the treasurer. The dates of these mailouts are the first of April, June, August, October, December, and February.
7. Make sure the treasurer has a letter of "welcome" to send to new and renewing members. This letter will accompany the receipt. A sample of each is saved on the database (c:renew.nte and c:new.nte).

April/May (Annual Conference and before)

1. Staff membership desk. Ask Provincial Vice-Presidents to help. Ask local arrangements committee to arrange for a membership table and chair to be set up in the registration area. Also ask if local volunteers can be found to help staff the table.
2. Have on hand a supply of blank membership forms, brochures, post paid envelopes and a book of temporary receipts. Also produce two (2) current printouts of memberships paid to date (April 30th or end of fiscal year). One printout should be kept at the membership table, the other should be made available to the registration table. Indicate on the membership form if payment accompanied a renewal form received at the conference. Issue a temporary receipt.
3. Prior to the conference, ask the conference registrar to be prepared to supply the

names and addresses of those attendees who are not APLA members. After the conference send membership packages to those people with an invitation to join APLA.

4. Prepare the annual report for submission to the APLA Bulletin in time for the conference issue (May/June), showing membership figures by province, and by status of both personal and institutional members. Comparison should be made to the same figures at the previous year-end.
5. Add the name of the Merit Award winner to the APLA membership database (life member category; expiry year equals "0").
6. Archival items are to be sent to the Acadia University Archives. These include pre-conference membership printout, any membership correspondence deemed to be relevant, a copy of blank personal and institutional membership forms to provide a record of changes in format.

June/July

1. After the conference, send a renewal reminder notice to the APLA Bulletin editor for inclusion in the July/August issue. The period of grace for membership renewals is three (3) months, therefore June 30th is the cut off date.
2. Send updated membership and nonrenewal lists for each province to the respective provincial Vice-Presidents. Include personal and institutional membership forms.

August/September (before Fall Executive meeting)

1. Send membership packages which include membership form, APLA brochure, post paid envelope, and letter from the Vice-President (membership) to:

Administrative Assistant
School of Information Management
Faculty of Management - Kenneth C. Rowe Management Building
6100 University Avenue
Halifax, Nova Scotia Canada
B3H 3J5
(approximately 50)

Programme Director
Nova Scotia Community College
1825 Bell Road
Halifax, NS B3H 2Z4
(approximately 10)

Library Studies Program
Program Developer - Certificate Programs
Services Building Room SV 1000
Memorial University of Newfoundland and Labrador
St. John's, NF A1C 5S7

(approximately 10)

2. Ask the secretary to set aside a time and place for a membership committee meeting before the Executive meeting - usually Saturday afternoon.
3. Prepare a written report indicating:
 - number of personal members by province
 - number of new members by province
 - number of institutional members by province
 - comparison with September figures of the previous year, and with the year end figures of April
 - committee's activities, e.g. membership drives, changes in procedures.
4. Include a few blank personal and institutional membership forms, brochures, previous minutes, membership reports and a printout of current members.

October/November

1. Send updated membership and nonrenewal lists for each province to the respective provincial Vice-President.
2. Prepare the annual Membership Directory. It should be ready for the November 1 Bulletin deadline.
3. Note that any new members who join between November and March are offered a year and a half membership for one and one half times the normal membership fee. If only the normal membership fee is received, write to the new member informing them of this option and requesting the extra fee to be sent to the treasurer.

December/January

1. Ask the secretary to set aside a time and place for a membership committee meeting for the Winter Executive meeting - usually Saturday afternoon.
2. Prepare a written report indicating the committee's activities and changes in membership statistics since the Fall report.
3. Determine, with the membership committee, if any changes to the membership form are to be made.
4. Send a set of membership labels to the local arrangements committee of the annual conference.

February/March

1. Arrange to send a renewal notice to all current personal, institutional members and subscribers either in an APLA Bulletin mailing or as a separate mailing.
2. Submit a budget to the treasurer. Include cost of postage, photocopying

charges, labels, paper, etc. As well submit all outstanding bills and expense receipts, and advise the treasurer of any stationery needs, and supply the treasurer with two notes from the Vice-President (membership) to be sent to renewing and new members respectively, thanking them for their support and membership in APLA. This note will accompany receipts sent out by the treasurer.

3. Send updated and nonrenewal membership lists for each province to the respective Vice-President.