

**KITIMAT PUBLIC LIBRARY**

**CONSTITUTION**

**OF THE BOARD OF MANAGEMENT**

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**Adopted January 23, 1986  
Amended March 17, 2010  
Amended January 18, 2012**

## **Article 1: NAME**

This organization shall be known as the Board of Management of the Kitimat Public Library Association.

## **Article 2: OBJECTIVES**

To provide and promote open and equal access to the resources and services of the library in order to meet the informational, educational and cultural needs of the community. The library seeks to encourage reading and the use of current technology for life-long learning as well as to encourage involvement from all community members.

## **Article 3: MEMBERS**

As per the Library Act, the Board of Management shall consist of:

- not fewer than five (5) or more than nine (9) members, elected by the members of the public library association from among themselves, and
- one (1) member of the Council of the District of Kitimat as appointed by that Council;

and shall have the powers and duties stated in said Library Act and Amendments thereto. Elected Trustees shall serve for a term of two (2) years but no person may hold office for more than eight (8) consecutive years.

If an elected Trustee should resign, the Board shall have the power to fill the vacancy for the duration of that term.

## **Article 4: CONFLICT OF INTEREST**

Section 1: To avoid any potential claims of conflict of interest, no employee of a company with a direct financial interest with the Kitimat Public Library Association may serve on the Board of Trustees.

Section 2: To avoid any potential claims of conflict of interest, no current employee of the Kitimat Public Library Association may serve on the Board of Trustees.

Section 3: To avoid any potential claims of conflict of interest, no former employee of the Kitimat Public Library with fewer than five years from last date of employment to first date of appointment may serve on the Board of Trustees.

**Article 5: EXECUTIVE**

The executive of the Board of Management shall consist of:

- a Chairperson, Vice-Chairperson, and Treasurer, to be elected by the Trustees
- the member of the Board appointed by the Council of the District of Kitimat
- the officers of the year shall be elected at the next regular meeting of the Board of Management. The newly elected members will take office at that meeting.

The Chairperson shall preside at all meetings of the Board and shall, in the event of the appointment of a Standing Committee, designate the Chairperson of such Standing Committee and its members. In the absence of the Chairperson, the Vice-Chairperson shall act as Chairperson.

**Article 6: MEETING**

There shall be regular monthly meetings of the Board of Management.

A majority of the Board shall constitute a quorum.

It is the duty of Trustees to attend meetings.

Special meetings of the Board of Management shall be called by the Chairperson, and in the absence of the Chairperson, the Vice-Chairperson, when required by the business of the Association.

Upon written request by two (2) or more members of the Board of Management, the Chairperson, or in his/her absence the Vice-Chairperson, shall call a special meeting of the Board.

If the Chairperson, or Vice-Chairperson, fail to call a special meeting within seven (7) days of a written request by members of the Board, then two (2) or more members may call a special meeting.

A notice of the day, hour and place of the special meeting shall be left, in writing, at the place to which each member of the Board has directed such notices to be sent, at least forty-eight (48) hours before the time of that meeting; and such notice shall designate the business to be dealt with at the meeting.

If a Trustee of the Board of Management of the Kitimat Public Library Association is continuously absent, except because of illness or with leave of the Board, for a period of three (3) consecutive regular meetings, the Trustee shall be automatically disqualified from holding office for the remainder of the term

#### **Article 7: COMMITTEES**

There shall be an Executive and such Standing Committees as the Board of Management deems necessary for the proper conduct of its business.

The Executive Committee, consisting of the Chairperson, the Vice-Chairperson, the Treasurer, the Council Representative and the Library Director, shall have charge of the general execution of library affairs in conformity with the policies determined by the Board.

Standing Committees shall be appointed by the Chairperson at the pleasure of the Board at any meeting which considers the appointment such committees necessary. The term of service of each committee shall be for one (1) year, or until the succeeding committee is appointed.

The Treasurer shall head the Finance Committee, the Vice-Chairperson the Personnel Committee.

The member of the Board of Management appointed by the District of Kitimat shall be welcomed to all meetings of committees established by the Board.

Persons other than members of the Board of Management may be appointed by the Board to serve on Standing Committees but the Chairperson of a committee must be a Board member.

#### **Article 8: FINANCE**

The Chairperson, the Treasurer, the Library Director and one (1) other Board member designated by the Chairperson shall be authorized to sign financial instruments, with preference being given to the Library Director and the Treasurer.

The Board of Management shall not authorize the disbursement of any funds for the purpose of gain for its members and any surplus or other accretions to the Kitimat Public Library Association shall be used in promoting its objectives.

**Article 9: DUTIES OF THE LIBRARY DIRECTOR**

It shall be the duty of the Library Director to have general charge of the library, under the direction of the Chairperson and of the Board. The Library Director shall certify to all bills incurred, monitor the library's accounts, make monthly reports to the Board, attend to the purchase of books, equipment and supplies and be responsible to the Board for the care of the Library property and supervision and training of staff.

The Library Director shall be the Secretary of the Board, and as such, shall keep faithful record of the proceedings of the Board, shall give due notice of all meetings and shall perform such other duties as may properly belong to this office or be delegated to him/her.

**Article 10: AMENDMENTS TO THE CONSTITUTION**

This Constitution may be amended by a majority of not less than three-fourths of such members of the Association entitled to vote as are present, in person, at a general meeting of the Kitimat Public Library Association provided that the proposed amendment is posted in the Library at least three (3) weeks before the meeting.

Signed:



Linda Campbell, Chair

dated, January 18, 2012