

Wellington Waterloo Dufferin Health Library Network Constitution

Article 1: Name

The name of the Network shall be the Wellington Waterloo Dufferin Health Library Network (WWDHLN).

Article 2: Mission

The purpose of the Network shall be to support and enhance the ability of its members to provide quality knowledge information services to the communities that they serve.

Article 3: Objectives

The objectives of the Network shall be to:

- encourage group problem solving and exchange of ideas
- promote communication among members
- contribute to ongoing education by organizing, participating in and conducting continuing education programs
- provide free reciprocal resource sharing among members
- cooperate with other health library networks and associations etc. to promote efficient delivery of services
- support library development in health related settings

Article 4: Membership

Section 4.1: General

Organizational membership shall be open to all health information institutions and agencies in Waterloo Region, Wellington and Dufferin counties. Members are entitled to full voting privileges at regular meetings and reciprocal access privileges to members' collections (as set out in the lending institution's policies and procedures). Each paid membership entitles one vote.

Individual membership shall be open to anyone with a professional interest in health care information who lives or works in Waterloo Region, Wellington and Dufferin counties. Individual membership includes voting privileges and eligibility to hold a position on the Executive.

Section 4.2: Membership Year

The membership year of the Network shall run January 1st to December 31st. Annual General Meeting and elections will be held in October.

Section 4.3: Fees

Organizational membership fees will be \$25 per year. Renewal payments are due December 31. An annual call for renewals will go out by September 1st. New memberships will be prorated. Individual memberships will be \$10 annually.

Article 5: Affiliation Activities

The WWDHLN has chapter status in the Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada (CHLA/ABSC). Chapter officers are required to be members of CHLA/ABSC. The Network may pay the CHLA/ABSC membership dues for officers. The Network may give financial support towards the CHLA/ABSC Conference fee of a WWDHLN delegate.

Article 6: Executive

Section 6.1: Officers

The Executive shall consist of the following officers:

President
Treasurer
Secretary
CE Coordinator

Section 6.2: Term of Office

The Network shall elect officers for a two-year period.

Section 6.3: Duties of Officers

6.3.1 The President shall prepare and circulate the Agenda and any supporting documents to all members prior to the next meeting. The President shall chair the Network meetings. The President shall prepare an annual report and shall forward copies to all members and the CHLA/ABSC. The President or designate shall represent the Network to the CHLA/ABSC.

6.3.2 The Treasurer shall supervise the collection, deposit and disbursement of Network funds; keep correct and clean records of financial transactions; prepare an annual statement for presentation to the Network; send out membership renewals and forward copies of completed membership forms to the Secretary.

6.3.3 The Secretary shall attend all meetings and take minutes. Meeting minutes are distributed via the Network listserv and posted to the website. The Secretary maintains the listserv and website.

6.3.4 The CE Coordinator shall actively seek continuing education opportunities that would be of benefit to Network members. The CE Coordinator will present said opportunities at meetings for discussion and review. Upon approval from the Network, the CE Coordinator shall manage the implementation and evaluation of the education event.

Article 7: Meetings

Section 7.1: Frequency

Quarterly meetings shall be held in October, January, April and June (or as determined by the Network). With elections in October (see Section 4.2), January shall be considered the first meeting of the year.

Section 7.2: Notice of Meetings

The President shall notify all members of all upcoming meetings (to include agenda, physical location and/or virtual meeting link, date and time). Whenever possible, meetings will be scheduled six months in advance.

Article 8: Order of Business

Regular meetings will include the following items:

1. Welcome
2. Agenda Approval
3. Adoption of the Minutes of the Last Meeting
4. Business Arising from the Last Meeting
5. Treasurer's Report
6. Continuing Education
7. New Business
8. Roundtable
9. Date of Next Meeting
10. Adjournment

Article 9: Voting by Paid Membership

Any question proposed at a meeting shall be determined by the majority of votes cast. Twenty five percent (25%) of the voting membership shall constitute a quorum at any meeting.

Article 10: Archives

The President shall have custody of all books, records and papers of the Network with the exception of the current financial records, which are held by the Treasurer.

Article 11: Winding-Up or Dissolution of Network

In the event of the winding-up or dissolution of the Wellington Waterloo Dufferin Health Library Network, the current Executive Officers or those charged with the winding-up or dissolution shall, after paying all debts and liabilities of the Network, distribute the remaining assets to qualified donees (charitable organizations) as defined under the Income Tax Act of Canada.