

**MANITOBA
LIBRARY
ASSOCIATION**

HANDBOOK

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INTRODUCTION

To All MLA Members:

This handbook is designed as a guide for members of the Manitoba Library Association. It contains information on the Association, its background, operation, and policies. It is the Committee's hope that the handbook will assist members in participating more fully in the Association's activities.

Shelley Saunders, Chairperson
Lee Teal
Carolynne Scott

WHAT DOES MLA DO FOR YOU?

MLA is an organization of more than 300 individuals and institutions dedicated to the progressive development of all types of libraries in Manitoba. Through an executive and committee structure, outlined elsewhere in the handbook, the Association is active on the following fronts:

Political Action And Public Awareness

- Preparation of briefs to support expansion and improvement of library services.
- Advocating legislation promoting library development.
- Raising citizens' awareness of library service through active publicity programs.
- Liaison with elected officials and civil servants responsible for library development.
- Development of Manitoba Library Event - an annual two week library celebration designed to focus public attention on libraries.

Continuing Education

- Promotion of professional development for library personnel through seminars, workshops and conferences.
- Administration of the Jean Thorunn Law scholarship for students of librarianship.

Co-Operative Development

- Development of co-operative ties with other library associations in Manitoba through:
 - participation in the Presidents' Council
 - participation in the Council of the Canadian Library Association
 - participation in the Joint Conferences Planning Committee composed of representatives of associations and large institutions.

Publications

Publication of the quarterly MLA BULLETIN and the MLA NEWSLINE.

Publication of "Winnipeg: A Centennial Bibliography, 1974".

Publication of "Pioneers and Early Citizens of Manitoba".

Publication of "The Lively Art of Library Lobbying" - Manitoba Style".

Comradeship

The activities of the Association provide continuing opportunities for library workers and others interested in libraries to meet, share ideas and develop personal and professional friendships.

STRUCTURE OF THE EXECUTIVE

Executive Committee

President

Vice President (President designate)

2nd Vice President

Corresponding Secretary

Recording Secretary

Treasurer

Past President

Directors (6)

Members of the Council of the Canadian Library Association residing in Manitoba

Regional Representatives appointed by the Executive

Editors of the Bulletin and Newsline

Standing Committee

Budget

Conference

Continuing Education

Membership

Nominations

Political Action

Publications

Publicity and Public Relations

THE MLA OFFICE

The MLA office opened in 1972 at the instigation of Grace d'Arcy, president of the Association. From the beginning it has been staffed by Ellen Macmillan.

The original office was in the Museum of Man and Nature, first near the library and then on the main floor. It was later moved to the Legislative Building and then back to its original location in the Museum. Before moving to its present location in the St. Vital Public Library the office was, for a short

time, in Mrs. Macmillan's apartment.

The main purpose of the office is to centralize incoming mail and distribute it, along with Bulletins, Newslines, minutes of meetings, etc. Mrs. Macmillan is usually in the office on Wednesdays to receive telephone calls and to handle any Association business.

The address of the MLA Office is:

6 Fermor Avenue
Winnipeg, Manitoba
R2M 0Y2
Telephone: 257-1733

EXECUTIVE MEETINGS

1. Location: varies between MLA office, members' homes, a library, etc.
2. Frequency: usually once a month.
3. Participants: table officers; directors; publication reps; area reps; CLA reps; members, upon consultation with the President; invited guests.
4. Reminders: either MLA office or Recording Secretary will notify members of meetings in advance.

Format

1. Call to order. Meetings to start promptly.
2. Additions to, and approval of, agenda.
Items for agenda to be submitted one week in advance of meeting.
When possible agenda will be mailed prior to meeting.
3. Minutes
To be prepared within five days of last meeting and submitted to President who will forward to MLA office to be typed and mailed to Executive within ten days of recorded meeting.
Correction of minutes: submit in advance of next meeting to Recording Secretary.
Minutes to be read upon receipt and again prior to next meeting.
Approval of minutes as printed/corrected.
Business arising from minutes: be prepared to report on action taken.
4. Officer and Committee reports
Outlines or synopses of reports, written in the third person, are to be typed or clearly handwritten for submission to Recording Secretary.
If absent submit report to Chairperson in advance.
Prepare motions or resolutions in advance when possible.

5. Unfinished business

Discussion of items, not covered in above reports, tabled from previous meetings.

6. New business

Discussion of items not hitherto presented. Prepare motions as below.

Motions

1. Motions many times are designed solely to open discussion and should be accepted as such.
2. Every motion requires a mover and a seconder, except motions made as a result of committee meetings by their chairpersons and motions to adjourn.
3. Speakers should speak one at a time, indicating desire to speak by a raised hand; chairperson will note waiting speakers in order.
4. Members may call for "Question" at any time, thus terminating discussion and calling for the vote.
5. Voting will be signified by raised hand, responding to the questions "all in favour", "all against", "abstaining".
6. Voting count will not be recorded unless requested.

COMMITTEES: TERMS OF REFERENCE

Budget.

1. To establish guidelines to be followed in the preparation of committee budgets and the general budget.
2. To reiterate already established policies/decisions which affect budget development.
3. To consult with committee chairpersons, directors or table officers so as to establish projected expenses/revenues for the forthcoming fiscal year.
4. To present early in the fiscal year to the Executive, a draft budget for the forthcoming fiscal year, showing projected expenditures and revenues.
5. To secure the approval of an operating budget by the Executive.
6. To monitor the expenditure of funds in accordance with the approved budget and to report on same when required.
7. To submit applications for grants on behalf of the Association.

Conference

1. To plan and organize all aspects of conferences or workshop meetings to serve the needs of the Manitoba library community; and that these meetings be held in conjunction with the general meetings of the Association.

Continuing Education

1. To advise the Executive on Manitoba Library Association continuing education policy and programs.
2. To assess the continuing education needs of Manitoba library personnel.
3. To gather and disseminate information on continuing education opportunities and resources for Manitoba Library Association members.
4. To advise the Conference Committee regarding programs at ILA conferences.

5. To review the continuing education opportunities provided by organizations employing library personnel and to recommend continuing education guidelines.
6. To serve as Manitoba Library Association liaison with other associations and organizations concerned with continuing education.
7. To administer funds allocated for scholarship.

Membership

1. To report at each executive meeting and general meeting on the current membership totals and membership program.
2. To process membership applications, issue receipts and keep records of membership.
3. To compile once during the membership year a complete list of members.
4. To encourage membership renewals and new members to join the Association through a planned program of contacts and distribution of membership information.
5. To maintain liaison with the MLA office to ensure that the membership mailing list records are complete and correct.

Nominations

1. A committee to nominate officers shall be appointed not later than April 1, following which the membership shall be invited to submit nominations to the Chairman of the Nominating Committee. These nominations shall be returned to the Chairman of the Nominating Committee no later than May 15th.
2. The Nominating Committee shall ascertain that there is at least one candidate for each office (except that of President) and shall prepare a ballot which shall be mailed to all voting members no later than June 15th.
3. The results of the election shall be announced to the membership at the Annual General Meeting.

Political Action

1. To acknowledge that the Manitoba Library Association is committed to a program of political activity at the local and provincial levels.
2. To monitor political events in Manitoba affecting libraries at all levels.
3. To provide an on-going lobby to government, citizen groups and individuals for the improved planning, funding and development of libraries in Manitoba.
4. To encourage MLA members and other individuals to exert their influence to improve library services.
5. To establish and maintain communication with local and provincial politicians and officials concerning library development in Manitoba.
6. To respond as required to problems or issues adversely affecting libraries in Manitoba, or elsewhere in the country.

Publications

1. To review the present MLA program.
This will involve a review of the purpose of each publication and the criteria used in approving its publication.
2. To determine whether MLA should continue its publishing program.
This will involve examining the need for, and success of, the program based on the criteria developed in #1. Recommendations will then be forthcoming as to future publishing for a given period of time.
3. To assure the preservation of MLA publications and official records in an orderly fashion and in a designated location.

Publicity And Public Relations

1. To publicize the activities of the Manitoba Library Association through news releases and/or personal contact with the media. The PR Committee will serve as a receiving point for information that needs to be publicized.

2. To establish an on-going, year-round program of publicity to keep libraries before the public eye and to try to maintain the focus on libraries generated by co-operative efforts such as Manitoba Library Event.
3. To promote the importance of effective publicity and public relations techniques to library workers in the province.

POLICY ON CONTINUING EDUCATION

Definition

For the purposes of this policy continuing education is defined as "learning opportunities utilized by individuals in fulfilling their need to learn and grow personally and professionally following their preparatory education and work experience."¹

Objectives

The continuing education objectives of the Manitoba Library Association are to assist members:

1. To keep informed of new ideas and techniques within the field of librarianship and related disciplines.
2. To update or strengthen their knowledge and skills in various aspects of their basic education or work experience.
3. To prepare for changes in their personal career goals.

Activities

The Manitoba Library Association promotes the continuing education of its members in a number of ways:

1. Through its publications it provides information on developments in librarianship.
2. It conducts conferences, workshops, and other types of meetings on library concerns.
3. It has a Continuing Education Committee.
4. It commits funds to promote the continuing education of members.
5. It administers scholarships for library personnel.
6. It serves as a communication channel regarding information on continuing education opportunities.
7. It co-operates with other associations and organizations involved in continuing education.

¹Quoted in Carolyn A. Snyder and Nancy P. Sanders, "Continuing Education and Staff Development: Needs Assessment, Comprehensive Program Planning and Evaluation," Journal of Academic Librarianship, 4(July, 1978), p. 145, from Barbara Conroy, Human Resources Development for Library Personnel: A Manual for Programs of Staff Development and Continuing Education (Littleton, Colo.: Libraries Unlimited, 1977).

POLICY ON PUBLICATIONS

Editorial Control

- a) Editorial control rests with the editors of the Bulletin and Newslines.
(Editors may consult Executive on particularly controversial material).
- b) The Newslines and Bulletin shall contain the following disclaimer:
"The opinions expressed by contributors to the publications of the Manitoba Library Association do not necessarily reflect the position or official policy of the Manitoba Library Association".

Content

The primary function of the Bulletin is to inform and communicate with association members and the content should reflect this goal.

Specifically the Bulletin shall be concerned with:

- i Communication of MLA business matters such as minutes of general meetings, annual reports, membership lists, etc.
- ii Reporting on items of interest to the Manitoba library community such as profiles of Manitoba libraries, articles on local events, reviews of local publications, etc.
- iii Making general library information available to those Association members who do not have ready access to library literature.
- iv Providing a forum for MLA members to publish.

The primary function of the Newslines is to report on library items of interest to members.

Specifically the Newslines shall be concerned with:

- i Reporting MLA activities.
- ii Reporting in summary form Executive meetings.
- iii Reporting and notifying of meetings/conferences of particular interest to MLA members.

- iv Reporting activities of MLA members
- v Notice of new publications.
- vi Reporting of other news items of interest to MLA members.

Frequency of Publication

- a) The Bulletin shall be published four times per year at the present time with the objective of making it a bi-monthly publication.
(At this time a bi-monthly schedule is not feasible considering the finances and manpower available.)
- b) The Newslines shall be published not less than 10 times nor more than 12 times per year.

Identification of Contributors

All articles and letters contributed to the Newslines and Bulletin shall be signed.

The exception to this will be reports that are purely descriptive and express no opinion.

Permission To Reprint

Other publications should be permitted to reprint material from the Bulletin and Newslines on request on the following conditions:

- a) No blanket permission will be granted.
- b) The source must always be cited.
- c) Approval of the author will be obtained.
- d) Requests for permission to reprint shall be directed to the appropriate editors who may consult the executive if a problem situation arises.

Reprinting By The Bulletin And Newslines From Other Publications

The editors of the Bulletin and Newslines may reprint materials on the following conditions:

- a) The information falls within the content guidelines.
- b) The material is not likely to have been received by MLA members through another publication.

- c) The proportion of reprinted material shall not constitute a major portion of any issue.
- d) The appropriate permission shall be received.

Honoraria

It shall be the policy not to reimburse contributors to the Newsline or Bulletin.

Editorial Term of Office

- a) Bulletin. There shall be two editors holding office for a one year term (the association year) which may be renewed by the Executive.
- b) Newsline. There shall be one editor holding office for one year (the association year) which may be renewed by the Executive.

Selection of Editors

The Publications Committee shall recommend to the Executive the names of Editors for the approval of the Executive.

SCHOLARSHIPS

The Jean Thorunn Law Scholarship

The Continuing Education Committee has the responsibility for awarding annually The Jean Thorunn Law Scholarship. These scholarships are funded through the estate of Jean Thorunn Law, who worked as a librarian in the Winnipeg School Division and the Winnipeg Public Library. To be eligible for consideration for a scholarship, applicants must: 1) have engaged in library work during the preceding twelve months 2) have resided in Manitoba for at least the same period of time 3) be accepted for full-time attendance at an accredited library school.

The scholarships are also open to those in the second year of an M.L.S. program who had met the above criteria prior to their first year of study. Recipients of a Jean Thorunn Law Scholarship in their first year of study are invited to reapply for scholarship assistance in their second year. The scholarship fund is awarded from the interest earned on monies invested and administered by the Winnipeg Foundation. The scholarships are specifically intended to assist the recipients in paying their academic fees and consequently are paid directly to the University at the beginning of the academic year.

Application forms together with an information leaflet are distributed to various libraries by mail in early January each year. It is to be noted that press publicity is not allowed due to a clause in the late Ms. Law's will. Applications must be submitted to the Scholarship Committee of the M.L.A. by March 1st of each year on the form provided. Committee members appointed by the M.L.A. Executive include the ex-officio members, Miss Una Oliver, Executrix of the Jean Thorunn Law estate and Mr. G. E. Winter, Secretary of the Winnipeg Foundation.

Library Technician Scholarship

- 1. The Scholarship is awarded on the basis of the recipient's need and merit.

2. The Scholarship is intended to assist the recipient in payment of academic expenses and therefore students sponsored by the Canada Employment Centre or other sponsoring institutions are not eligible.
3. The Scholarship is to be paid directly to the College where possible, otherwise to the recipient, in the second term of the academic year of the College.
4. The Scholarship is tenable by students in full-time attendance at any College in Manitoba offering a Library Technician program.
5. The Scholarship shall be funded by the Manitoba Library Association.
6. Applicants must have resided in the Province of Manitoba for the preceding twelve months.
7. Application shall be made on an official form obtainable from the Manitoba Library Association, Winnipeg, Manitoba. Completed forms shall be forwarded to the Association not later than the first day of November of each year.

MANITOBA LIBRARY EVENT

Manitoba Library Event is an annual, two-week affair involving all the libraries in the province. The general purposes of the Event are: to promote greater understanding and use of all libraries; to publicize library services and to raise the public awareness of such services; to improve co-operation and communication within the library community; and to demonstrate the need for greater financial support for libraries.

Manitoba Library Event is supported jointly by the provincial library associations, library institutions and library agencies. It is also sustained by the efforts of local library staffs, administrators and persons generally interested in the library cause. Most important, MLE is sustained by the thousands of people who use libraries of all kinds, and who depend on them to fulfill a variety of needs.

In large measure, MLE is staffed and funded on a voluntary basis. Donated time and individual efforts make the Event happen. Some funding is available through grants, fund-raising and contributions by associations. More hidden costs are absorbed by institutions and individuals in donating time and work to develop programs and make MLE a success.

The Manitoba Library Association participates fully in organizing and administering MLE. MLA, along with the other library associations, makes grant applications, arranges fund-raising drives and strikes implementation committees. In addition, MLA acts as the financial agent for MLE through providing a special bank account for MLE funds. MLA also supplies its charitable status in raising funds for MLE.

OTHER LIBRARY ASSOCIATIONS IN MANITOBA

Manitoba Association of Library Technicians

MALT is an association consisting of interested personnel on the semi-professional level. Its primary objectives and activities are to establish clear guidelines on the role and duties of the library technician and to encourage the development and advancement of this field in Manitoba. MALT is also working to advance the status of the Library Technician as a necessary and valuable member of the library supportive staff as well as promoting effective communication among library technicians, their employers and those involved in educational programs for library technicians.

Manitoba Library Trustee Association

The aims and objectives of MLTA as stated in their constitution are:

1. To promote favourable opinion for the development of libraries in Manitoba.
2. To promote changes in legislation beneficial to libraries.
3. To promote and foster ties between the libraries of Manitoba and other groups which have related interests.
4. To clarify and establish the duties and responsibilities of library trustees.

In order to carry out these objectives, trustees must be leaders in helping to create a climate in their community so that these objectives can be achieved. They must take responsibility and become involved, concerned citizens with a dedication to developing and improving libraries not only in their own area but throughout Manitoba.

It is the trustees who represent the public, that is, the consumer, and they must make sure that their library or library system serves its community in the best possible manner.

Trustees must inform and interpret to government at all levels, but especially the municipal and provincial governments, the

needs and requirements to develop good library programs.

The Manitoba Library Trustee Association is dedicated to doing all these things. Through cooperation and mutual assistance all member boards throughout Manitoba strive to accomplish these objectives in their own localities.

Manitoba School Library Audio Visual Association

MSLAVA is concerned with the development, maintenance and improvement of school library and media programs in the province, as well as providing a point of contact, an information network, and a continuing education function for the people responsible for these programs. In order to meet these objectives three conferences are held each year. SAG, which is usually held in October, is the major conference involving over 400 participants. Two publications, the Journal and the Newsletter are each published 4 times a year. In addition to these ongoing programs, MSLAVA will initiate special projects/programs on matters of concern in school library and media programming as deemed necessary.

Liaison and cooperation with other provincial and national library and media associations has been a priority with MSLAVA. Manitoba Library Event, for example, has been the focus for major joint programming by all Manitoba library agencies and MSLAVA has participated in this joint programming as well as providing specialized programs and program ideas for its members and other school libraries. MSLAVA also liaises with national organizations: the Association for Media and Technology in Education in Canada and the Canadian School Library Association. And, as a Special Area Group of the Manitoba Teachers' Society, MSLAVA is working towards having statements of policy accepted by MTS.

Current membership is over 300 and is open to anyone interested in promoting the objectives of the association.

BRIEF HISTORY

The Manitoba Library Association became a reality in 1936 after the wheels were set in motion by the Library Committee of the University Women's Club. Mr. E. D. Boys of the Western Canada Insurance Underwriters' Association was appointed by this committee to study the matter of forming an association. He held an open meeting on March 10, 1936, following which the Manitoba Library Association was formally organized. W. J. Healy, from the Provincial Library, was elected to the position of President. The stated objectives of the Association were to be the "promotion of library service and librarianship and the stimulation of public interest in libraries in the Province of Manitoba."

Service to rural areas was one of the top priorities of the Association and, in its first report, the Library Extension Committee recommended changes in the Library Act and the establishment of a Provincial Library Board as a step toward improving this service. Books were collected and distributed to rural areas, along with information on the operation of a library. The Association received its first provincial grant, \$150, in 1937 and used this money to further its rural service.

During the War, MLA focused its attention on providing library service for the troops stationed in Manitoba. By 1944, under the chairmanship of Mrs. T. J. Bennett, over 61,800 books had been processed and distributed to 33 stations. Service to the rural areas also continued during the War years and by 1945 the Rural Extension Committee had a book stock of 12,000 items for distribution.

Service to rural communities was not the only focus of the Association during its first years. In 1936 a Legislative Committee was struck and had its first meeting with a Minister of the provincial government that year at which it presented him with recommendations concerning the revision of the

Library Act. This was to be the first of numerous such attempts.

In 1940 the existing Library Act was deleted from the Provincial Statutes leaving the Municipal Act and the Companies Act as the only legislation which enabled municipalities to establish public libraries. However, the rate of taxation permitted was so low that only in areas with a very high ratio of assessment to population would the establishment of a library have been possible.

The Legislative Committee presented a draft library act to the government in 1944, but it was not until 1948 that the Public Libraries Act of Manitoba was passed. The following year a Public Libraries Advisory Board was established to make recommendations to the Minister on all matters to which the Public Libraries Act referred. In 1960 the Act was amended to give the Department of Education representation on this Board, which was active until 1969 when it was disbanded. In 1952 the government appointed its first Director of Libraries, George Noble.

During the 1940's the Association had urged the government to have a survey done of library needs in Manitoba. By 1951 other citizens of the province were concerned enough with the library situation to form a Library Development Committee on which MLA was represented. That year and again two years later the Committee presented a brief to the Minister of Education outlining the need for such a survey. Finally in 1953 Mr. Noble was authorized to do this. His paper, "A report and recommendations on public library service in Manitoba", was released in 1956 by which time he was no longer Director of Libraries. Since then a number of other studies have been done in the province. In 1971 Bob Park headed a group which did a survey on library resources in Manitoba. Commissioned by the Department of Tourism, Recreation and Cultural Affairs, Harry Newsom published a report called "Guidelines for the development of public library services in Manitoba" in 1974. Again, in 1978, David Steen, Director of Public Library Services, drafted another set of guidelines to be

used in establishing better library service in the province. The Association has responded in some manner to all the surveys and studies, usually by endorsement or in the form of a brief.

As well as library legislation the earlier years of the Association saw its members engaged in a number of other concerns, one of which was the training of library personnel and the possibility of a summer Library school in Manitoba. Another project was the "Union list of periodicals in the libraries in Winnipeg" which was published in 1948. Since then MLA has been involved in publishing several items, including two books. The first issue of the BULLETIN appeared in 1952 and the NEWSLINE in 1976. The first provincial conference was held in 1955 and since that time the Association has played a very active role in the continuing education of its members. To date a committee is still working on establishing professional courses on an extension basis from the University of Alberta.

During the 1960's the Manitoba Library Association placed more emphasis on the need for improved school libraries and in 1968 Grace d'Arcy was appointed the first Supervisor of School Libraries. MLA has been requesting establishment of such a position for ten years. That same year the Faculty of Education at the University of Manitoba began offering a Bachelor of Education and a Bachelor of Paedagogy in School Librarianship. Recognizing the need for more trained library personnel MLA prompted the first course for library assistants offered at the Manitoba Institute of Technology in 1963. This was the forerunner of the present Library Technician Certificate and Diploma programs at Red River Community College. By 1970 enough interest had been generated in school library services that an organization was formed independently of MLA called the Manitoba School Library Audio Visual Association (MSLAVA). In 1971 two other sectors of MLA broke away to establish autonomous organizations, the Manitoba Association of Library Technicians (MALT) and the Manitoba Library Trustee Association (MLTA). All three have maintained close and

co-operative contact with MLA.

Over the years the Association has worked with a number of other organizations and institutions in its never-ending attempts to promote and improve library service. In 1971 a committee worked with the Manitoba Historical Society in compiling indexes to the Manitoba Pageant and the Transactions of the Society. That same year another committee was struck which was active for several years in working with provincial correctional institutes in an effort to improve library service for inmates. In recent years MLA has been represented on the Manitoba Environmental Council and the Manitoba Federation of the Visually Handicapped.

In 1975 MLA was faced with a new challenge and, to the gratification of its members, proved that it could bring about change in government policy within a relatively short period of time. The Association launched its "Libraries in Crisis" campaign as a result of the provincial government's announcing the closure of the Parklands Regional Library which had been established as an experimental project. Through newspaper ads, TV and radio appearances, petitions and a joint brief with the other library organizations in Manitoba, MLA was instrumental in persuading the government to reverse its position on Parklands and to supply further funding for it. As well provincial grants were improved for municipalities and local government districts serving populations of 10,000 and more. Though not successful in improving the lot of many rural areas, the campaign did prove that positive change can be brought about if enough people are willing to work for it.

For the last two years the Association has worked in conjunction with other organizations and institutions in promoting Manitoba Library Event. This annual celebration is held to heighten public awareness of libraries through a series of special programs and new services. All types of libraries are involved in an effort to make their particular public more conscious of what libraries have to offer. By means of overt advertising libraries are moving

beyond their traditional boundaries and are becoming more aggressive in their attempts to reach the greatest number of people possible.

This is but a brief overview of the history of the Manitoba Library Association. It is not possible to outline here all the work done by so many committees and individuals, nor is it possible to mention more than just a few of the many interests or projects carried out over the years. Though complaints are often voiced about the state of library development in this province the members of MLA can look back at its history with pride at what has been accomplished and can look to the future with renewed enthusiasm.

Based in part on a paper given by Mona Martin, Past President of MLA, at the Fifth Annual Conference of MLA, held in Souris, Manitoba, on October 3, 1959.

PAST PRESIDENTS

1936-37	W. J. Healey Provincial Library	1961-63	Marjorie Morley Provincial Library
1937-38	A. E. Jamieson Winnipeg Public Library	1963-65	Margaret Ashley Provincial Library
1939-40	J. T. Hull Manitoba Wheat Pool	1965-67	Ray Wright University of Winnipeg
1940-42	Inga Thomson Winnipeg Free Press	1967-69	Robert M. Park Vincent Massey High School
1942-43	H. Easton Winnipeg Public Library	1969-70	H. Easton Winnipeg Public Library
1943-45	Elizabeth Dafoe University of Manitoba	1970-71	Grace d'Arcy Man. Dept. of Youth & Education
1945-46	J. L. Johnston Provincial Library	1971-72	John S. Russell St. James - Assiniboia Library
1946-47	Edna Greer University of Manitoba	1972-73	Kathleen Gillespie Museum of Man and Nature
1947-49	Mona Martin Great West Life	1973-74	Mike Angel Man. Dept. of Education
1949-51	Marjorie Wilson Winnipeg Public Library	1974-75	John Robertson Student, University of Manitoba
1951-53	Ruth Buggay Winnipeg Free Press	1975-76	Barbara Clubb Public Library Services
1953-55	Father A. J. Cotter St. Paul's College	1976-77	Patrick Wright University of Manitoba
1955-57	Violet B. Parker Insurance Institute of Winnipeg	1977-78	Heather Graham Transcona Public Library
1957-59	John S. Russell St. James - Assiniboia Library	1978-79	Ronald Friesen Western School Division #47
1959-61	N. J. Siemens Winnipeg Public Library		

MANITOBA LIBRARY ASSOCIATION
CONSTITUTION
(as amended to January 17, 1975)

Article 1. Name:

The name of this organization shall be the Manitoba Library Association.

Article 2. Objects:

The purpose of this organization shall be:

- a) to stimulate the continued education of people involved in libraries in Manitoba;
- b) to provide opportunity for group study and discussion of problems which relate to the libraries of the province;
- c) to promote and foster ties between those who work for varied types of libraries in Manitoba;
- d) to act as a clearing house in circulating information of value both to the profession and to the public at large;
- e) to secure the public awareness and cooperation necessary in establishing conditions that will render the efforts of library workers more effective;
- f) to publish material of particular significance to library work in Manitoba;
- g) to promote and foster ties between the libraries of Manitoba and other groups which have related interest;
- h) to work for the development of a plan of total library service in the province.

Article 3. Members:

Any person or any organization interested in libraries in Manitoba may become a member.

Honorary and life membership:

Honorary memberships may be presented to individual non-members who have contributed significantly to the development of libraries in the province of Manitoba on the recommendation of the executive to the members at a general meeting.

The Association may, at its annual meeting, on the recommendation of the Executive, elect to Life Members those personal members who have been members of the Association for five or more years and who have retired from active library work.

Article 4. Voting Rights:

- a) Personal members and those delegated by member institutions shall be entitled to one vote. Institutional delegates shall be appointed at the time of payment of annual dues.
- b) Honorary members shall not be entitled to vote.
- c) Life members shall be entitled to one vote.

Article 5. Officers and Executive Committee:

- a) The officers shall be members in good standing.
- b) The officers shall be: a president, together with a vice-president who shall be the president-designate, a second vice-president, a recording secretary, a corresponding secretary, and a treasurer, the last six to be elected at the annual general meeting.
- c) These six officers shall, together with the retiring president, six Directors to be elected at the annual general meeting, and members of the Council of the Canadian Library Association residing in Manitoba, constitute the Executive Committee.
- d) The Table Officers of this Association shall consist of President, First Vice-President, Second Vice-President, Corresponding Secretary, Recording

Secretary and Treasurer.

- e) The Executive Committee shall have power to add to its number not more than three members for the purpose of providing representation for regional areas not otherwise represented.
- f) Five members shall constitute a quorum at any meeting of the executive.

Article 6. Duties of Officers:

- a) President - the president shall preside at meetings of the Association and of the Executive Committee, and shall be ex-officio - member of all committees, and perform such duties as usually devolve upon the president.
- b) Vice-President - the vice-president shall assume the duties and responsibilities of the president in his absence, or on request.
- c) The Second Vice-President - the second vice-president shall assume the duties and responsibilities of the president in the absence of the president and first vice-president, or upon their request.
- d) Corresponding Secretary - The corresponding secretary shall receive all correspondence and answer same as directed by the Association or its Executive Committee: shall prepare and mail notices of all meetings and constitution changes: shall maintain a file of the correspondence of the Association.
- e) Recording Secretary - The recording secretary shall keep minutes of all meetings of the Association and of its Executive Committee, and shall have custody of the official records of the Association.
- f) Treasurer - The treasurer shall collect dues, give receipts, and enter same in proper books: be custodian of all funds of the Association:

keep the same on deposit in a bank designated by the executive: submit a financial statement to each executive meeting; and make an annual report of receipts and expenditures at the annual meeting of the Association.

Article 7. Dues:

- a) The fiscal year of the Association shall be from October 1st to September 30th.
- b) Membership dues shall be established in the by-laws.
- c) No one shall be a member in good standing until the annual fee is paid.
- d) All fees are due and payable at the beginning of the fiscal year.

Article 8. General Meetings:

- a) The Annual general meeting of the Association shall be held on a day between September 1st and September 30th.
- b) There shall be also at least two other general meetings from September to May, at times to be set by the Executive Committee.
- c) Additional general meetings may be held at the call of the Executive Committee or the Table Officers.
- d) Notices of the annual general meeting shall be mailed to all members in good standing ten days prior to the date of such meeting.
- e) For the transaction of business at any general meeting and for the election of officers twenty per cent of the membership shall constitute a quorum.

Article 9. Tenure of Office:

The term of office for president, vice-president and second vice-president shall be one year and the holder of such office shall be ineligible to succeed himself.

Article 10. Amendments:

- a) Amendments to the constitution of this Association shall be made only at annual general meetings thereof, by a two-thirds vote of the members present; or by a mail vote of over fifty (50) percent of the returned ballots.
- b) No proposition to amend shall be acted upon unless written notice thereof, signed by at least ten members of the Association, has been given to the corresponding secretary at least twenty-one days prior to the date of the annual general meeting; or in the case of a mail ballot, has been given to the membership at least twenty-one (21) days prior to the date of the counting of the ballots.

BYLAWS

Article 1. Order of Business

- a) At all regular meetings of the Association the following shall be the order of business, subject to change, however, by vote of those present:
 1. Reading and confirming of the Minutes of the previous meeting.
 2. Business arising out of the Minutes.
 3. Reports of officers.
 4. Reports of committees.
 5. New business.
 6. Adjournment.
- b) At the annual general meeting, the report of the nominating committee shall follow new business.

Article 2. Annual Reports

The president and treasurer, and 1 committee chairman, including the Chairman of the Nominating Committee, shall prepare written report to be circulated to the to the membership prior to the annual meeting.

Article 3. Nomination and Election of Officers and Directors

- a) A committee to nominate officers shall be appointed not later than April 1, following which the membership shall be invited to submit nominations to the Chairman of the Nominating Committee. These nominations shall be returned to the Chairman of the Nominating Committee no later than May 15th.
- b) The Nominating Committee shall ascertain that there is at least one candidate for each office (except that of President) and shall prepare a ballot which shall be mailed to all voting members no later than June 15th.
- c) The results of the election shall be announced to the membership at the Annual General Meeting.

Article 4. Special Committees

The Executive Committee may appoint special committees.

Article 5. Provision to Fill Vacancies

The Executive Committee shall have power to fill any vacancies which may occur among the officers, or the members of the special committees.

Article 6. Finances

- a) The Executive Committee shall have power to incur expenses in the working of the Association.
- b) The signatures of the Treasurer and one other member of the Table Officers of the Executive Committee (including President, First Vice President, Second Vice President, Corresponding Secretary and Recording Secretary) shall be required on all cheques issued by the Association.
- c) The accounts of the Association, including the balance sheet and general statement of income and expenditure, shall, prior to each Annual Meeting to which they are to be submitted, be audited.
- d) This Association shall be carried on without purposes of gain for its members and any profits to the Association shall be used in promoting its objectives.

Article 7. Power of Executive Committee

The Executive Committee shall have power generally to do all such things as in the opinion of the Committee may be necessary or expedient to carry out effectively the objects of the Association.

Article 8. Membership Dues

Personal membership dues shall be (annually):

Students, retired and other friends	\$10.00
Annual salary up to \$5,000	\$10.00
Annual salary \$5,001 to \$10,000	\$12.00
Annual salary \$10,001 to \$15,000	\$15.00
Annual salary \$15,001 to \$20,000	\$20.00
Annual salary \$20,001 and over	\$25.00

Institutional membership dues shall be (annually):

Annual budget under \$100,000	\$25.00
Annual budget over \$100,000	\$30.00

Article 9. Amendments

The bylaws may be amended, or annulled, or have others substituted in their place or added to them by the Executive Committee, such changes to be confirmed at the following general meeting of the Association.