

Dear AABC members,

Four motions for bylaw amendments will be on the agenda at the upcoming Annual General Meeting taking place at 1:00 pm Saturday, April 26th 2014

Location: Mearns Centre for Learning/McPherson Library, University of Victoria, Victoria.

The first motion is to remove “Individual” and “Institutional” from the two Member-at-Large position titles, to allow for flexibility in portfolio assignments.

The second motion is to allow directors to serve more than one term consecutively; currently all directors except the Treasurer may serve only one term in the same office. The purpose is to lessen the burden of volunteer recruitment.

The third motion is to make changes to the Standing Committees section, primarily to make the Finance Committee a standing committee instead of an ad-hoc committee, also to clarify titles and duties of other committees.

The fourth motion is to amend Section II.2, the requirement to appoint an accounting firm to review the accounts of the association annually. The requirement is in place from the time when the AABC did not employ an accountant as our financial manager. The Treasurer will present a report to each Annual General Meeting. This will save the AABC \$5,000 annually and is not required by the Societies Act.

- 1) **Date of Motion: March 24, 2014**
Date of Vote on Motion: April 26, 2014

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by renaming the two Member-at-Large positions.

Current bylaws:

Section IV – Officers

1. The affairs of the Association shall be carried out by an Executive Committee of six Directors who will fill the offices of:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Institutional Member-at-Large
 - f. Individual Member-at-Large

4. The Secretary and the Institutional Member-at-Large shall be elected in even-numbered years and the Treasurer and the Individual Member-at-Large shall be elected in odd-numbered years.

Section V – Duties of the Executive Committee

5. The two Members-at-Large shall carry out other duties and special projects as required by the Executive Committee. The Institutional Member-at-Large shall also serve as Chairperson of the Grants Committee.

Section VII – Committees

5. The Association will establish the following Standing Committees...
 - e. the Grants Committee consisting of the Institutional Member-at-Large, four institutional members, and two other individuals, with the Institutional Member-at-Large serving as Chairperson to make representation, in conjunction with the Executive Committee, to government and other agencies for funding to fulfill the needs of the provincial archival community, to establish procedures to review and adjudicate applications for financial assistance, and to make recommendations as to the success of any applications.

Proposed Amendments:

Section IV – Officers

1. The affairs of the Association shall be carried out by an Executive Committee of six Directors who will fill the offices of:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Member-at-Large
 - f. Member-at-Large

4. The Secretary and one Member-at-Large shall be elected in even-numbered years and the Treasurer and the second Member-at-Large shall be elected in odd-numbered years.

Section V – Duties of the Executive Committee

5. The two Members-at-Large shall carry out other duties and special projects as required by the Executive Committee. One Member-at-Large shall also serve as Chairperson of the Grants Committee.

Section VII – Committees

5. The Association will establish the following Standing Committees...
 - e. the Grants Committee consisting of one Member-at-Large, four institutional members, and two other individuals, with the Member-at-Large serving as Chairperson to make representation, in conjunction with the Executive Committee, to government and other agencies for funding to fulfill the needs of the provincial archival community, to establish procedures to review and adjudicate applications for financial assistance, and to make recommendations as to the success of any applications.

- 2) **Date of Motion: March 24, 2014**
Date of Vote on Motion: April 26, 2014

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by permitting members of the Executive Committee to serve two terms in the same office consecutively.

Current bylaw:

Section IV – Officers

2. All directors shall be elected at an Annual General meeting of the Association from the membership of the Association. The term of office for each director will be two years. No member of the Executive Committee with the exception of the Treasurer, shall hold the same office for more than one term consecutively. No person shall hold more than one office concurrently.

Proposed Amendment:

Section IV – Officers

2. All directors shall be elected at an Annual General meeting of the Association from the membership of the Association. The term of office for each director will be two years. No member of the Executive Committee shall hold the same office for more than two terms consecutively. No person shall hold more than one office concurrently.

- 3) **Date of Motion: March 24, 2014**
Date of Vote on Motion: April 26, 2014

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by establishing the Finance Committee as a Standing Committee and amending the names and purposes of the Nominations and Grants Committees.

Current bylaw:

Section VII – Committees

5. The Association will establish the following Standing Committees:
 - a. the Nominations Committee, to prepare a slate of candidates for presentation to the Annual General meeting, as specified under Section IV.
 - b. the Membership Committee, to solicit new members and to keep an up-to-date list of members.
 - c. the Programs Committee, to develop and co-ordinate programs, including but not limited to education, preservation, and network services, for all levels of the membership.
 - d. the Constitution and By-laws Committee, to maintain and revise the constitution and by-laws as required and also, to draft and maintain position descriptions of all Executive Committee members and Standing Committee Chairpersons.
 - e. the Grants Committee consisting of the Institutional Member-at-Large, four institutional members, and two other individuals, with the Institutional Member-at-Large serving as Chairperson to make representation, in conjunction with the Executive Committee, to government and other agencies for funding to fulfill the needs of the provincial archival community, to establish procedures to review and adjudicate applications for financial assistance, and to make recommendations as to the success of any applications.

Proposed Amendment:

Section VII – Committees

5. The Association will establish the following Standing Committees:
 - a. the Nominations and Elections Committee, to prepare a slate of candidates for presentation to the Annual General meeting, as specified under Section IV.
 - b. the Membership Committee, to solicit new members, to keep an up-to-date list of members including contact information, and process renewals.

- c. the Programs Committee, to develop and co-ordinate programs, including but not limited to education, preservation, and network services, for all levels of the membership.
- d. the Constitution and By-laws Committee, to maintain and revise the constitution and by-laws as required and also, to draft and maintain position descriptions of all Executive Committee members and Standing Committee Chairpersons.
- e. the Grants and Fundraising Committee, to develop or adjudicate grant applications as appropriate, and to conduct fundraising research and campaigns for the Association. The Committee will consist of one Member-at-Large, four institutional members, and two other individuals, with the Member-at-Large serving as Chairperson to make representation, in conjunction with the Executive Committee, to government and other agencies for funding to fulfill the needs of the provincial archival community, to establish procedures to review and adjudicate applications for financial assistance, and to make recommendations as to the success of any applications.
- f. the Finance Committee, to advise and assist the Treasurer with financial operations and budget management.

4) Date of Motion: March 24, 2014
Date of Vote on Motion: April 26, 2014

Motion: Be it resolved to amend the bylaws of the Archives Association of British Columbia by amending Section II.2.

Current bylaw:

Section II – Finance

- 2. At the Annual General Meeting of the Association, an accountant or accountants shall be appointed whose duty it shall be to review the accounts and present a report to the Annual General Meeting next following.

Proposed Amendment:

Section II – Finance

- 2. At the Annual General Meeting of the Association, the Treasurer shall present a report of the accounts.

Discussion of the motions will take place at the Annual General Meeting.

If you are unable to attend the Annual General Meeting, your vote on these motions can be included by completing the Proxy Voting Form included with the AGM package and sending it to:

Jane Morrison
University of Victoria Archives
Box 1800 Stn CSC
Victoria, B.C. V8W 3H5

Email: jmorrison@uvic.ca
Fax: 250-472-5808

Jane Morrison,
Individual Member-at-Large
Archives Association of BC