

Memorandum of Understanding (MOU) between the Western Canada Chapter, the Toronto Chapter and the Eastern Canada Chapter of the Special Libraries Association.

This Memorandum of Understanding (MOU) is entered into by and between the Western Canada Chapter (WCC), the Toronto Chapter (TO) and the Eastern Canada Chapter (ECC), all are currently chapters of the Special Libraries Association (SLA).

The chapters agree to ask their membership to vote on a proposal to petition the SLA board to merge the three chapters. Two-thirds majority of the members from **each** chapter who submit a ballot must vote “yes” in order for the proposal to move forward. Each chapter’s vote is separate from each other.

The chapters agree that the following conditions will apply to the merger, if it is approved:

1. The name of the merged chapter will be the Canadian Chapter / Section canadienne.

2. The scope note of the merged chapter will be:

The Chapter represents the interests of information professionals in all provinces and territories of Canada. Its purpose is to enhance the skills of its members through the provision of learning, professional development, and networking opportunities, as well as actively build awareness in the community about the value of information professionals and their organizations.

The Chapter is committed to achieving this through, but is also not limited to, professional development programs such as webinars and in-person events, employment assistance, and connection through Chapter discussion list, social media sites, and the Chapter newsletter.

3. The merged chapter will create the following regional areas which reflect the current geographical regions for the majority of Canadian members

Regional sections

- a. Western – Includes the Prairie Provinces, British Columbia, and the Territories
- b. Central – Includes Ontario
- c. Eastern/Atlantic – Includes Quebec and the Atlantic Provinces

4. The merger will be effective January 1, 2020, following approval by the SLA board.

5. The board of the merged chapter will consist of the following elected and appointed positions.

Elected Officers:

President

- Leads the Chapter with help from the Regional Directors
- Leads the Chapter business and board meetings
- Coordinates the work of the Chapter's officers and committees
- With the Executive and Regional Directors prepares the budget for approval at the first board meeting of each new calendar year
- Attends and represents the chapter at Annual Conference
- Serves as host of the Reception at the Annual Conference
- Fills out annual report
- Acts as liaison between the Chapter and the SLA executive

President-elect – Three-year term (President-elect, President, Past President)

- Serves as a member of the Chapter Executive Board
- Represents the Chapter at the Annual Leadership meeting
- The President-elect supports and assists the President in guiding the Chapter and fundraising for Chapter activities, as well as helps to fill open board roles such as Regional Directors in collaboration with Past President
- With the Executive and Regional Directors prepares the budget for approval at the first board meeting of each new calendar year
- Serves as President in the second year of service and Past President in the third year of service
- In the absence or withdrawal of the President, the President-elect assumes all duties and obligations of the President

Secretary – Two-year term

- Attends/Participates in all Chapter board and business meetings; takes minutes including the record of actions taken, emails them to the Board for approval, and then posts them on SLA Connect

Treasurer - Two-year term

- Attends/participates in annual business meetings, and reports in the minutes on the financial status of the Chapter in accordance with Association practices
- Reports the fiscal condition of the Chapter to the Executive Board at each board meeting. Maintains all financial records of the Chapter in accordance with Association Practices and submits required reports to the Association office accurately and on time

- Prepares, signs, and submits an audited year-end financial statement for each fiscal year ending December 31
- With the executive and regional directors, prepares the budget for approval at the first board meeting of each new calendar year, and submits these to the Membership Department of the Association office by January 31
- Pays the bills for Chapter expenses
- Monitors all Chapter fundraising activities to ensure that they are in compliance with Association Practices
- Submits financial paperwork as needed to headquarters

Past President

- Organizes the nominations for the open Executive Board positions
- Conducts the election for new officers of the Chapter, and supports the President and President-elect as needed
- The Past President serves as a member of the Executive Board, and helps advise the President and President-elect on the previous year's experience
- Coordinates the updating of Chapter Practices Manual, and undertakes the responsibility of revising the Governing Documents, if needed

Regional Directors

- Each regional area will have a Regional Director located in their specific area. This will ensure that the membership in each region has a representative at the larger organization
- The Regional Director role will be a one-year term
- Regional Directors will sit on the finance committee and the programming committee
- Regional Directors will be responsible for submitting receipts to the treasurer
- Represent their region's student chapters or liaisons
- Submit information about their events to the Communications Director

Communications Director

- Maintains Chapter website and posts
- Chairs the Communications Committee
- Maintains any social media accounts for the Chapter (All information for the Eastern/Atlantic section and national events would be in both official languages)
- Maintains the Chapter news bulletin (if one exists)
- Manages communications with members, and conducts official correspondence as necessary
- Serves as SLA Connect administrator

Membership Chair

- Maintains up-to-date membership records as downloaded from the SLA website's Membership Directory
- Writes welcome communications to new members, inviting them to upcoming Chapter or Association activities
- Acts as host to new members attending their first chapter meeting
- Encourages members to renew and follows up with lapsed members
- Administers the marketing, coordinating, and promotion of awards and scholarships granted by the Chapter to the members. Solicits award and scholarship nominations, and selects recipients in participate in Executive Board meetings and Communications Committee meetings

Regional Webmasters (One representative from each region to help the communications director keep web content up-to-date)

Chapter Committees:

Program Planning Committee

- Includes Regional Directors and executive officers (President, President-elect)
Finance Committee
- Includes Treasurer(s), President, President-elect
Nominations Committee
- Includes President, Past President, Regional Directors and any board member that is interested

Communications Committee

- Chaired by Communications Director, and anyone else interested in being on the committee

6. Chapter Finances

OPTION ONE: The finances of the existing are merged and each regional area will be allocated a percentage of the total membership income based on amount of current members (Similar to now except with one treasurer managing all of the funds). The challenge here might be moving money back and forth through the mail for signatures etc.

OPTION TWO: The finances of the chapter remain independent and each regional director will be responsible to work with regional treasurers on budgets and then feed that up to the executive for approval. This will mean that each regional area will need to maintain a treasurer which could prove difficult. Treasurers would have to plan and work together. In this option one of the three treasurers might have to take a larger leadership role in terms of merging the three

chapter finances for audits and reporting. One idea would be to have each region rotate this responsibility.

7. Awards

Student-related awards will be maintained in the newly formed Chapter in each region.

- Western Region
 - Three 1-year student membership in SLA for students currently enrolled in either a Masters level program of library or information science or Library Technician program, and attend an educational institution in the region.
- Central Region
 - Three 1-year student memberships in SLA are awarded to the highest scoring student in the special libraries course at the regional college library technician programs.
- Eastern/Atlantic Region
 - Anne M. Galler award for 1 MLIS student at each of McGill, Dalhousie and Université de Montreal for dedication and support to special libraries or the Special Libraries Association during or outside their studies in the MLIS.

All other awards offered will be determined by the Canadian Chapter board once formed.

8. Archives

The Canadian Chapter Board will be responsible for determining the archival policies and procedures for the new chapter. The regional chapters' archives will continue to be held as they are for the moment until the Canadian Chapter Board has been formed.

Appendix A: Proposed Language Guidelines

The parties to this MOU recognize the importance of providing materials for their members in Quebec in the French Language. Nothing will change in this regard.

The Chapter will have both a French and English version of the name. The regional websites can be linked to the main website so that the Quebec site can maintain its French content.

Any important chapter information such as budgets and minutes should be translated to ensure that materials are available in both languages.

Appendix B: Proposed 2020 Canadian Chapter Board

1. Officers:

President
President-Elect
Secretary
Treasurer
Past President

2. Advisory Board:

Communications Chair
Western Webmaster
Central Webmaster
Eastern Webmaster
Division Archivist (?)
Membership Chair
Regional Directors

3. Committees:

Program Planning Committee
Finance Committee
Nominations Committee
Communications Committee

4. Regional Directors

Western
Central
Eastern

Appendix C: Merged Chapter Goals for 2020

Overall Goals

- Establish a foundation for efficient and effective administration
- Create opportunities for partnership and sponsorship
- Provide forums for sharing and learning opportunities for members

Operational Plan

Goal	Plan
Establish a foundation for efficient and effective administration	<ul style="list-style-type: none"> • Fill key executive Board roles • Outgoing Presidents of each regional area provide advisory support for merged Board members for 1 year • Decide member awards for 2021 • Outline operating plan for 2021
Create opportunities for partnership and sponsorship	<ul style="list-style-type: none"> • Communicate with existing and past sponsors or partners about the Canadian Chapter's goals • Build relationships to support programming
Provide forums for sharing and learning opportunities for members	<p>Communications</p> <ul style="list-style-type: none"> • Single SLA Connect forum • Regional webpages • Regional social media • Develop Canadian Chapter communications plan <p>Awards</p> <ul style="list-style-type: none"> • Continue support of student awards and opportunities • Decide member award structures for merged chapter <p>Programming</p> <ul style="list-style-type: none"> • 1 Canada wide webinar • 1 social event in each regional area • 2 professional development events in each regional area