

# **SECTION 6**

## **Policies and Procedures**

### **Contains:**

#### **6.1 – Board of Directors**

- 6.1.1 Conflict of Interest
  - 6.1.2 Intellectual Freedom (CFLA-FCAB 2016)
  - 6.1.3 Acknowledging Volunteers and Board Members (2015)
  - 6.1.4 Elections
  - 6.1.5 Resolutions (former)
  - 6.1.6 Diversity Policy and Definitions (see also Section 8)
  - 6.1.7 Electronic Communications (December 2017)
  - 6.1.8 Signing Authority (December 2017)
  - 6.1.9 Harassment Policy (also see Personnel Policy, Appendix 4, 2015)
  - 6.1.10 Code of Conduct for Public Events (November 2017)
- Articles of Continuance and Bylaws (May 2017) Section 3

#### **6.2 – Membership**

- 6.2.1 Membership Types
- 6.2.2 Transfer of Individual Membership
- 6.2.3 Lapsed Members
- 6.2.4 New Members
- 6.2.5 Networks (2020)

#### **6.3 – Committees**

- 6.3.1 Rights and Responsibilities

#### **6.4 – Financials**

- 6.4.1 Claiming Expenses for SLA Business (2014)
  - 6.4.2 Requests for Funding
  - 6.4.3 Program (Grant) Funding Guidelines for Members
  - 6.4.4 Use of Revenue
  - 6.4.5 Transfer of Funds from Operations/Maintaining Restricted Accounts
  - 6.4.6 Charitable Donations
- Other Financial Policies (see Treasurer's Handbook)

## **6.5 – Fundraising**

6.5.1 Licenses

6.5.2 Use of Sponsorship Revenue

6.5.3 Charitable Donations

## **6.6 – Awards and Bursaries**

6.6.1 SLA Frances Morrison Award

6.6.2 Mary Donaldson Award of Merit

6.6.3 Honourary Life Member Award of Merit

6.6.4 Maureen Woods Education Bursary

## **6.7 – Advocacy**

6.7.1 Definition

6.7.2 Guidelines for Drafting Position Statements

6.7.3 Procedure for Responding to an Issue

## **6.8 - Communications and Publications (2018)**

6.8.1 CASL (2016)

6.8.2 SLAte Newsletter

6.8.3 Website and Social Media Management Committee

6.8.4 Website Management

6.8.5 Website Owner Responsibilities and Risk Management

6.8.6 Annual Reports

6.8.7 Conference Proceedings

6.8.8 Visual Branding

## **6.9 - Conference and Workshops**

6.9.1 Delegate Fees (2017)

6.9.2 Presenter Guidelines and Expenses (2017)

6.9.3 Code of Conduct for Public Events (see 6.1.10 also)

6.9.4 Mary Donaldson Lecture

## **6.10 – Continuing Education**

6.10.1 Records of Grants

6.10.2 Process for Selection of Recipients and Follow-up

## **6.11 – Programs**

## **6.12 – Relationships with Other Organizations (2017)**

- 6.12.1 Establish Relationships
- 6.12.2 Liaison Role
- 6.12.3 Congratulations to Government Officials
- 6.12.4 Congratulations to Institutions
- 6.12.5 Cooperation with Library Associations in Saskatchewan
- 6.12.6 Representative to Other Organizations
- 6.12.7 The Partnership

## **6.13 – Organizations Archives**

**Personnel Policies (see Personnel Handbook)**

## **6.1 Board Policies**

### **6.1.1. Conflict of Interest Policy**

In order to maintain public confidence in the funding of volunteer-led organizations which are recipients of grants from the Saskatchewan Lotteries Trust, it is necessary for recognized provincial cultural organizations such as the Saskatchewan Library Association (SLA) to establish guidelines to prevent conflicts of interest and to ensure that employees, officers and volunteers of the SLA conduct their affairs in a manner that will stand the closest scrutiny. SLA, therefore, has established the following policy:

6.1.1.1. All employees, board and committee members of the association shall agree to conduct themselves in such a way as to avoid situations that could lead to an actual or potential conflict of interest, whether real or perceived.

6.1.1.2. A conflict of interest may arise:

- a) when an individual is involved in making a decision on behalf of the association which could financially benefit that individual, any members of the individual's family with who the individual has a material interest or any corporate entity in which the individual or her/his family has a monetary interest; \*Note: Compensation for approved expenses related to volunteer work in the association (e.g. mileage to attend a Board meeting does not constitute a conflict of interest.)
- b) when an individual involved in the association participates as a member of a funding body that makes decisions concerning the financing of programs projects or operations of the association;
- c) when an individual who is actively involved in association business also participates in the decision-making process of another organization whose activities or goals:
  - i. prevent that individual from fulfilling her/his obligations to the association or from supporting the association; or
  - ii. involve agreements to provide services or goods for each other.

6.1.1.3. Should an employee, officer or committee member of the association discover that she/he is in a real or potential conflict of interest, that individual:

- a) shall make a full disclosure immediately;
- b) shall withdraw from the decision-making process; and
- c) shall not, in any way, attempt to influence other decision-makers regarding the matters affected by the conflict of interest;
- d) shall, in the case of organizational conflict, withdraw from one of the positions in question.

6.1.1.4. This action will be recorded in the minutes of the said committee and note by the SLA Board of Directors.

6.1.1.5. Resolving Conflict

- a) An alleged conflict of interest may be brought by any concerned individual or

- organization to the attention of the board of directors of the association;
- b) A committee of inquiry will be struck consisting of an official of SLA, a representative from another provincial cultural organization not involved in the perceived conflict, and a third party agreeable to both the complainant and the individual whose conduct is under scrutiny;
  - c) The inquiry committee will hear both parties to the dispute with their (30) days of the complaint and will render a written decision with five (5) days of the hearing;
  - d) The decision may be one of three positions:
    - i. no conflict of interest exists and, therefore, no action is necessary;
    - ii. a conflict does exist and that the individual found in conflict be asked to resign or withdraw from the situation that caused the conflict;
    - iii. conflict was of a minor nature and that the only action that
  - e) The decision of the inquiry committee may be appealed within thirty (30) days to the SLA Board of Directors but only on the basis that there are reasonable grounds to suggest relevant factors were not considered by the committee;
  - f) The decision of the inquiry committee shall not take effect until the appeal period is over.

6.1.1.6 When an appeal is made, the decision of the SLA Board is final and shall take effect immediately.

6.1.1.7 Where an individual, who has been found in a conflict of interest situation, has either participated in the decision-making process or has attempted to influence other decision-makers, SLA may review and overturn any decisions made in these circumstances. In the case of funding decisions, this may result in the need for a resubmission and a significant delay in the release of funds.

6.1.1.8 Members of the Board of Directors of the Association will be asked to sign a declaration of commitment to avoid becoming involved in a conflict of interest. (See Supplemental Forms for appropriate form.)

### **6.1.2 Intellectual Freedom**

SLA endorses the Canadian Federation of Library Associations/ Fédération canadienne des associations de bibliothèques (CFLA-FCAB) Statement on Intellectual Freedom. Details are at <http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>

### **6.1.3 Acknowledging Volunteers and Board Members (March 2015)**

The contribution of volunteers to SLA are valued and respected by the organization. As a result, their contributions will be recognized by the organization.

#### **6.1.3.1 Board members**

A Board member is an equal and respected partner in the organization. As a result, the recognition must be an integral part of the processes within SLA so that board member feel valued.

- a) Board members will be acknowledged in the following ways:
  - i. a mention of their contributions and expression of appreciation will be posted in the June newsletter;
  - ii. the agenda of the AGM will include an item for appreciation at which board members completing their terms will be thanked and receive a small presentation of a gift;
  - iii. the executive director will send a letter of acknowledgement to them and their employer following their term on the board.
- b) If a board member assumes a second term or a new role on the board for the next term, they will be thanked at the end of the first term, and given the presentation when they leave the Board.

### **6.1.3.2 Volunteers**

Volunteers on committee also make valued contributions. They will be acknowledged with a notice on the website and in the newsletter at the end of May for all volunteers during the past year. A personal message from by the executive director to acknowledge their contribution will be sent to them by email. Individuals may also receive a certificate of appreciation.

### **6.1.4 Elections**

6.1.4.1 Elections of SLA Board of Directors are governed by Article 10 of the association's bylaws. Elections are held electronically.

- a) A call for nominations is issued by the nominating committee. A board member may be nominated to run for a vacant or vacating board position. Nominations are subsequently submitted to the executive director. The executive director compiles a list of nominees, with their biographies and statement, for each position. These are sent to individual members and the voting delegates for institutional members.
- b) Members email their vote with the name of the candidate they select to an administrative support person. Votes are recorded on a membership list to ensure both confidentiality and no duplication of voting.
- c) The nominee with the most votes is considered a winner. Nominees are endorsed by the board and then the executive director will contact the nominees with the results. The list of nominees is kept confidential until the slate is presented and approved at the AGM.
- d) If a board member is endorsed by membership to fill a different board position then their previous position will become vacant and the election process will follow s. 6.1.4.1 a), b), and c).

6.1.4.2 A call for nominations will be issued by the nominating committee in the event that any board position becomes vacant with more than six months remaining in the term of office. The election process will follow s. 6.1.4.1 a), b), c), and d). An exception is that the call will normally last 7 days and an election (if 2 or more individuals are nominated) will normally last

an additional 7 days. Online endorsement by the membership will require what constitutes a majority for voting at an AGM based upon quorum in bylaw 14.5. Appointments may be made by the board of directors to fill vacancies of less than six months. **NOTE: board motion to revise 6.1.4.1 d) and 6.1.4.2 carried April 26, 2018.**

6.1.4.3. Sample nomination ballot forms are available in the supplemental forms and on the website.

### **6.1.5. Resolutions**

6.1.5.1 Resolutions concerning the policies of SLA, or any matters that conform to the goals and objectives of the association, will be discussed at the AGM and will be voted on by the members present. (A simple majority is required to pass a resolution.)

6.1.5.2 Resolutions must be submitted in advance, in writing, via the resolutions committee.

6.1.5.3 Resolutions will be reviewed by the Resolutions Committee as to their form, and whether they fall within the objectives and powers of the Association. The Committee will, if necessary, ask for clarification from those responsible for the resolution and will work with them to suggest more appropriate wording.

6.1.5.4 Persons moving and seconding resolutions must:

- a) be members in good standing of the Association;
- b) be prepared to speak to the resolution at the Annual General Meeting.

6.1.5.5 Only one resolution may be adopted on any specific topic.

6.1.5.6 Resolutions, which call for a change of SLA policy, should include provision to rescind previous policies which conflict with the intent of the new resolution.

6.1.5.7 Resolutions may arise from a Committee of the Association, by formal vote within that group. All such resolutions must be moved and seconded on the floor of the Annual General Meeting by persons present.

6.1.5.8 Resolutions are a guide to the SLA Board of Directors as to the opinion or wishes of the members of the Association. These resolutions, if they are passed, will be considered by the Board at subsequent meetings for appropriate action or possible implementation.

6.1.5.9 Resolutions to amend the Articles of Continuance or Bylaws are governed by Article 15 of the Bylaws of the Association and are binding on the Board and the membership if passed.

6.1.5.10 Courtesy resolutions thanking individuals and organizations for their contributions to the conference may be made from the floor. They need not be written nor do they need to be checked first by the Resolutions Committee.

6.1.5.11 Copies of the official Resolution Form and Guidelines for Preparing Resolutions should be available at the Conference Registration desk.

6.1.5.12 Guidelines for Preparing Resolutions

- a) A resolution should be complete so that upon a vote of acceptance it becomes a clear, formal expression of the opinion or will of the majority of the assembled members

of SLA;

- b) A resolution should address one topic or issue only;
- c) All terms should be readily understandable or have specific definitions.

Avoid acronyms;

d) The purpose, meaning or objective of the resolution should be clear to everyone as should the accompanying statement of any proposed course of action;

e) If the end result of a resolution requires a commitment of financial resources or volunteer time an estimate of the cost should be included;

f) Resolutions must be drafted and submitted on the official form prepared by the Association;

g) Often a resolution is prefaced by statements, each introduced by the word "whereas", that explain the reasons for the resolution. These statements contained in the "whereases" are not actually part of the resolution and have no legal effect. Members frequently spend time debating and amending these prefatory statements and devote less time to the resolution itself. Members should be reminded to focus on the actual motion. The "whereases" are useful mainly when the Association publishes the resolution and wishes to include the reasons for its adoption.

#### **6.1.6 Diversity Policy**

**6.1.6.1 Statement of Values:** The Saskatchewan Library Association (SLA) will demonstrate and promote diversity, inclusivity and equity throughout the organization and its programs and services.

In order to reflect the changing diversity of the population in Saskatchewan, and provide services and programs that are relevant to the interests and needs of the province, through our membership, we will address diversity in the organization, in libraries, and in the communities that libraries serve. SLA will endeavour to:

1. incorporate the diversity plan into our strategic and operational plans;
2. demonstrate its diversity goals in our governance documents;
3. provide programs and services that implement the diversity plan;
4. focus on initiatives that will support inclusivity and accessibility to SLA programs and services for newcomers and Aboriginal peoples.

#### **6.1.6.2 Definition:**

- a) **Diversity:** refers to all the characteristics that make individuals different from each other. These differences can include factors such as race, ethnicity, place of origin, gender, age or having a disability. The plan will provide an opportunity to focus on the appreciation and understanding for people with different backgrounds and cultures, and to support library communities in supports for diversity.
- b) **Equity:** is a principle and process that promote fair conditions for all persons to fully participate in society. It recognizes that while all people have the right to be treated equally, not all people experience equal access to resources, opportunities or



benefits. Achieving equality does not necessarily mean treating individuals or groups in the same way, but may require the use of specific measures to ensure fairness.

- c) **Inclusivity:** describes the intention or policy of how people from all backgrounds are involved in an organization, how their perspectives are valued, and their needs are understood.

#### **References:**

Saskatchewan Writers' Guild Equity and Diversity Policy

American Library Association Office of Diversity Definitions

(<http://www.ala.org/advocacy/diversity/workplace/diversityplanning>)

#### **6.1.7 Electronic Communications Policy** (December 2017)

6.1.7.1 A message sent by e-mail or from any cloud-based platform may be from any board member at any time to elicit a response or initiate a discussion on an issue that may need a decision or ratification.

6.1.7.2 Board members are encouraged to use a cloud-based communication platform that the association may be using. The message must include the following:

- a) state the time frame within which board or committee members must respond
- b) cc to the Executive Director, where appropriate
- c) state that no responses from individuals will be considered an abstention.

6.1.7.3. Decisions for non-contentious or operational board issues can be done as electronic motions (e-motions). They must follow the basic guidelines of board meetings and follow the Sturgis Standard Code of Parliamentary Procedure

6.1.7.4 All e-motions must be recorded in a board motions log and included in a background document for the next board meeting.

#### **6.1.8 Signing Authority** (December 2017)

6.1.8.1 Operational documents (e.g. grant applications, venue bookings, staff contracts, new memberships, thank you letters to volunteers, etc.) are normally signed by the executive director.

6.1.8.2 Policy correspondence and public documents (e.g. advocacy letters, congratulatory letters to government officials, proclamations, etc.) are normally signed by the president. See also 6.12.4 and 6.12.5.

6.1.8.3 Annual budget submission letter to SaskCulture is signed by the executive director and president.

6.1.8.4 The audit is signed by two directors, one of which should be the president, and the other the treasurer, if possible.

### **6.1.9 Saskatchewan Library Association Harassment Policy**

The Saskatchewan Library Association (SLA) is committed to providing an environment free from harassment where all people are treated with respect and fairness. This includes Board members, volunteers, staff, and members of SLA. Everybody shares responsibility for a respectful work environment.

#### **6.1.9.1 Purpose**

- a. To encourage an understanding of harassment, recognizing that bullying, and abuse of power are forms of harassment.
- b. To create an awareness of the policy position and to take positive measures of prevention as well as effectively dealing with harassing behaviours.
- c. To provide an atmosphere which promotes equity and prohibits discriminatory practices as outlined in The Saskatchewan Human Rights Code.
- d. To enforce management and supervisory obligations to take measures, diligently and continuously, which promote a harassment-free workplace and effectively respond to incidents that may occur.

#### **6.1.9.2 Statement**

- a. Harassment is a violation of human rights.
- b. Harassment of any nature negatively affects well-being and productivity.
- c. Harassment poisons the environment of the workplace.
- d. Harassment is illegal under The Occupational Health and Safety Act and The Saskatchewan Human Rights Code.

#### **6.1.9.3 Definition of Harassment**

Harassment is defined as any unwanted, uninvited comment or conduct of a personal or sexual nature that is known or ought to be reasonably known to be unwelcome. Due to the complexities and further boundaries of harassment, it is acknowledged that harassment of any nature may be less than or exceed the boundaries of this definition.

The Saskatchewan Human Rights Code stipulates that individuals have the right to be free from discrimination and harassment on the following grounds:

- Religion<sup>1</sup>
- Creed
- Marital status
- Family status
- Sex<sup>2</sup>
- Sexual orientation
- Disability<sup>3</sup>
- Age
- Colour
- Ancestry
- Nationality
- Place of origin
- Race or perceived race

- Receipt of public assistance
- a. 1 “Religion” includes all aspects of religious observance and practice as well as beliefs
- b. 2 “Sex” means gender and includes discrimination on the basis of pregnancy or pregnancy-related illnesses.
- c. 3 “Disability” any degree of physical disability, infirmity, malformation or disfigurement and, without limiting the generality of the foregoing, includes:
  - epilepsy;
  - any degree of paralysis;
  - amputation;
  - lack of physical co-ordination;
  - blindness or visual impediment;
  - deafness or hearing impediment;
  - muteness or speech impediment;
  - physical reliance on a service animal, wheelchair or other remedial appliance or device;
    - an intellectual disability or impairment;
    - a learning disability or a dysfunction in one or more of the processes involved in the comprehension or use of symbols or spoken language; or
  - a mental disorder

Types of behaviour that may constitute harassment on a prohibited ground include, but are not limited to:

- Racial or ethnic slurs
- Written or verbal abuse
- Threats or reprisals, or implied threats or reprisals
- Unwelcome sexual remarks, invitations or requests for sexual favors
- Abuse of authority
- Bullying
- Unwelcome remarks, jokes, taunts, suggestions about a person’s body, attire, age, marital status, etc
- Displays of pornographic, sexist, racist or other offensive or derogatory material (including graffiti or pictures)
- Practical jokes or humour that results in embarrassment, humiliation or insult
- Leering (suggestive staring) or other offensive gestures
- Physical or sexual assault (criminal offense)

NOTE: Lack of intent on the part of the harasser is not a defence. Impact of the behaviour on the recipient is of primary importance.

#### **6.1.9.4 Saskatchewan Library Association’s Responsibility**

Everyone has a responsibility to ensure his/her work environment or area of service is free of harassment. Condoning inappropriate behaviour can have the effect of creating an intimidating, hostile, an offending or a poisoned (not free from harassment) environment. The Saskatchewan Library Association's responsibility is to ensure that its Board members, volunteers, staff, and membership do not harass others nor allows them to be harassed. All instances of harassment should be reported.

#### **6.1.9.5 Harassment Process**

When a harassment complaint is received by either the President or the Executive Committee, it will be treated seriously and investigation will be commenced within five working days. The Board may name an investigator, if the situation warrants it, who will be from outside of the Saskatchewan Library Association. The complainant may be referred to other appropriate authorities such as the Saskatchewan Human Rights Commission or Occupational Health and Safety.

The complainant may exercise any other legal rights available under any other law including a report to the police. Other steps the complainant can take include:

- Tell the harasser how you feel and that you would like them to stop
- Write down the details of the situation as soon as you can
- Get support: talk to a friend, see a counsellor

The Saskatchewan Library Association will notify the alleged harasser of the complaint in person and in writing, and provide them with information about the circumstances of the complaint.

The complainant and the alleged harasser will be interviewed separately. Anyone else who can provide relevant information will also be interviewed. All information will be kept in strict confidence except as required by law or as necessary for purposes of investigating the complaint and taking disciplinary action.

The Saskatchewan Library Association will undertake a confidential investigation. Following the investigation, SLA will inform the complainant and alleged harasser of the results of the investigation in writing. Documentation about the complaint will be placed in their respective files, including action taken or why the claim was unsubstantiated. A summary of the investigation may be given to the Executive Committee of SLA.

In the event of an alleged retaliation, the Executive Committee will consult with the SLA Board. If retaliation is found to have occurred, this will be deemed ground for instant dismissal with cause (employees) or instant removal from the association with cause (for members/volunteers).

If the complaint is valid, appropriate disciplinary action will be taken. Action may include:

- education
- warning
- suspension
- employee dismissal/volunteer removal
- removal from SLA programs
- dissolving of working/program delivery partnerships

### **6.1.10 Code of Conduct for Public Events (November 2017)**

The Saskatchewan Library Association is proud of the professional development, professional collaboration, and community interaction that occur each year during the SLA Conference and other SLA events. Our strength in providing these opportunities is due to the dedicated members of our association who work to bring people together, encourage communication and interaction between library sectors and communities, and continue their own professional growth and share their knowledge and expertise with the whole library community.

SLA is dedicated to providing a positive event experience for all participants, and expects attendees, speakers, exhibitors, volunteers, and staff to show respect and courtesy toward one another at all conference, conference-related events, and other events related to the work of SLA. We value ideas, thoughts and expression, and we appreciate new pedagogy when delivering workshops and sessions. Discriminatory language and imagery is not appropriate for any event venue, including talks, workshops, sessions or any community event online or in a face to face environment.

SLA does not tolerate harassment in any form. Harassment is understood as any behaviour that threatens another person or group, or produces an unsafe environment. It includes offensive verbal comments or non-verbal expressions related to gender, gender identity, gender expression, sexual orientation, disability, physical appearance, body size, race, age, religious beliefs, sexual or discriminatory images in public spaces (including online), deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. See the process for addressing harassment in 6.1.9 above.

If at any time, a presenter, guest, delegate or visitor feels that they have been harassed or that this code of conduct has been breached, it is important that this person report it to an SLA board member or volunteer.

## **6.2 Membership Policies**

### **6.2.1 Membership Types** (November 2017)

6.2.1.1 There are three types of paid membership: individual, institutional, and associate. Honourary life members have the same benefits as individual members but do not pay fees. Details, including benefits, are at <https://saskla.ca/members>.

6.2.1.2 Reciprocal memberships are offered to other similar organizations from time to time to offer reciprocal benefits at a board level, i.e. attend board meetings, complimentary conference attendance or at member rate. Since 2014 there has been an effort to establish these relationships with: Saskatchewan School Library Association (SSLA), Saskatchewan Association of Library Technicians (SALT), Saskatchewan Library Trustees Association (SLTA), Saskatchewan Council of Archives and Archivists (SCAA), and Library Services for Saskatchewan Aboriginal People (LSSAP).

6.2.1.3 SLA holds memberships in the following organizations and is able to access benefits and attend AGMS: SaskCulture, Sask Writers' Guild (SWG), and Multicultural Council of Saskatchewan (MCOS).

### **6.2.2 Transfer of Memberships**

Individual memberships including associate memberships and honorary memberships are not transferable to another individual nor are they refundable.

Institutional membership may change the name of the voting delegate upon written request of someone in authority at the institution. Voting delegates need to name their alternate in advance of the AGM, if they will not be attending, by contacting the executive director.

### **6.2.3 Lapsed Membership**

Memberships are to be renewed annually during the month in which they were originally taken out. SLA will send out a renewal notice in the preceding month. If the renewal doesn't occur, a second notice will be sent out, if there is still no reply the individual will be phoned to see if the email has changed or if they no longer wish to be a member. At this point (3 months after renewal date) they will be removed from the membership list.

### **6.2.4 New Members**

6.2.4.1 New institutional members will be sent a welcome letter along with a membership benefits chart, a brochure, SLA pin, and a CEC bookmark.

6.2.4.2 New individual members will be sent a welcome letter along with a membership benefits chart, a brochure, SLA pin, and a CEC bookmark.

6.2.4.3 New associate members will be sent a welcome letter along with a membership benefits chart, a brochure, SLA pin, and a CEC bookmark.

6.2.4.4 Honorary life members must be nominated and approved by the board. They will receive a certificate, be announced at the AGM, have their status changed on the membership list to complimentary for life and a SLA pin. See also 6.6.3

### **6.2.5 Networks Policy (2020)**

SLA supports establishing Networks as a space for members to engage in matters of professional interest. While the topics may overlap with some committee work, they do not replace a committee but may work along with a committee on a particular issue. Networks can be a place for members to learn more about a topic, develop expertise, and contribute towards grassroots advocacy initiatives. Linkage between the work of SLA and Networks will support building and sharing knowledge, developing capacity, and ensuring continuity and knowledge transfer between the Network and the Board.

#### **Establishing Networks**

Networks may be established by the Board of Directors upon written request of members of the Association to meet SLA member needs. These needs may be related to areas such as a type of activity, a type of material, a type of library, a type of library patron, a geographical

location, a social, political or educational issue or a category of worker in the information sector.

#### Membership in Networks

Membership in the Network shall be open to any member of SLA in good standing at no additional cost for membership.

#### Moderator

Each Network shall have a Moderator who shall be selected by and from amongst the participants in the Network. The Moderator shall hold office for one year and may appoint such officers as may be appropriate during this period.

#### Terms of Reference

Terms of reference of a Network are prepared by the Moderator of the Network and submitted through the Executive director to the Board of Directors.

#### Disestablish

The Board of Directors may disestablish a Network when the Network can no longer meet the requirements set out in the terms of reference.

#### Reporting

A Network shall report to the Board of Directors through its Moderator whenever requested to do so.

The records of all Networks shall be filed with the Executive Director upon request. The Moderator(s) of the Network will submit a short report for the Annual Report to the Executive Director no later than March 10<sup>st</sup> of each year explaining the work of the Network, number of members, and other relevant information.

#### Network Operations

Each network shall submit for approval by the Board of Directors an outline of programs proposed and funding required on an as needed basis. SLA will support Networks by:

- a) providing a space on the website to list the Network Terms of Reference and contact information
- b) providing a space at the annual conference for Network members to meet in person
- c) communicating the work of the Network through the regular communication channels

### **6.3 Committees**

#### **6.3.1 Rights and Responsibilities of Committees**

The following explanation of rights and responsibilities of SLA Committees in their relationship to the SLA Board is intended to provide reasonable lines of authority and channels of communication. Details on the composition and purposes of committees are in Section 5.1.3, 5.2, and 5.3. Terms of reference for all standing committees and representatives to outside

bodies are in Section 5.

6.3.1.1 The board has final responsibility for expenditures of funds of SLA and therefore expenditures by committees of the SLA Board must be approved by the board.

6.3.1.2 Following approval of budgets and/or authorization by the appropriate office, committees have both the right and the responsibility to carry out their functions by the most effective means possible. Any significant variations to the budget and/or expenditures will need to be reported to the board.

6.3.1.3 The Board must approve communications with government and media on issues regarding policy or demand for action.

## **6.4 Financial Policies**

### **6.4.1 Claiming Expenses for SLA Business** (September 2019)

6.4.1.1 These limits include applicable taxes.

- a) Travel: Mileage is paid to staff, board, and committee members on a rate of \$.46 per kilometer. Gas expenses may be paid as an alternative on the submission of receipts. Airfare will be covered for emergency travel and may be approved by the President or Treasurer or in a board motion. Bus fare will be accepted. Taxi fare will be covered for transportation within a municipality.
- b) Meals: A standard rate will be paid at: \$12.00 per breakfast; \$14.00 per lunch; \$22.00 per supper. The individual will cover alcohol and tips.
- c) Accommodation: Hotel rooms will be covered to a maximum of 175.00/night, except in special circumstances (such as travel to an out-of-province conference or meeting). If possible, hotel rooms will be shared; however, the individual will cover spouses and family members. A \$35.00 fee may be requested for overnight accommodation at a personal home.
- d) Telephone expenses: on SLA business will be reimbursable accompanied by a copy of the bill. If possible, telephone calling cards will be used.
- e) Other: Parking expenses such as meter costs and tickets will be covered. The individual will cover speeding and parking fines. The individual will cover personal expenses such as dry cleaning and rental of movies. Protocol expenses to a limit authorized in the budget are acceptable.
- f) Board members or the executive director must authorize expense forms.

6.4.1.2 Regional/national library events

- a) SLA will be responsible for registration, accommodation and travel expenses unless otherwise indicated. Receipts are required and are to be attached to an expense form. Two important external annual events are:
  - i. The Partnership Summer Retreat: SLA normally pays travel and accommodation (2 nights) for the executive director.



ii. The Partnership Winter Retreat: SLA normally pays travel and accommodation (4 nights) for the president and 1 night accommodation for the executive director. This must be approved in advance by a motion of the board.

b) SLA will provide expenses for travel and accommodation to the entire board so its members can attend the annual Saskatchewan Libraries Conference and the AGM. All board members will attend a short business meeting during conference and will be active in supporting the conference and AGM activities as needed. (October 2017)

#### 6.4.1.3 Staff

a) Expenses for business travel including out of town meetings of staff will normally be covered by SLA but they must be approved by the Executive Committee prior to the event in order to be eligible for reimbursement. See also Personnel Policy Handbook, Staff Travel.

b) Staff will be paid a rate of \$4.50 per trip to cover the costs of deliveries, bank deposits, and other SLA errands within a municipality.

c) A sample expense form is available in the supplemental resources.

### **6.4.2 Requests for Funding**

6.4.2.1 To be eligible to receive funding from the SLA Board, the request must come from a member or associate member of the Association.

6.4.2.2 Requests must be in accordance with the vision and mandate statements of SLA.

6.4.2.3 The project must enhance services or offer educational opportunities for SLA membership.

6.4.2.4 Requests, in writing, will be presented to the executive committee for consideration. The committee will present a recommendation to the board at the next board meeting. Individuals or organizations should allow sufficient time for a decision.

6.4.2.5 Requests for funding will be considered by the SLA Board only if the budget permits.

### **6.4.3 Program Grant Funding Guidelines for Members**

Guidelines are prepared to direct the manner in which the SLA Board of Directors will disperse grants and funding to support member programs and services.

6.4.3.1 Criteria for each grant program will be included in the grant application created specifically for that grant and is considered to be non-negotiable. The advertised terms are firm and final and must be followed in order to be awarded a grant and to receive payment, i.e. application deadlines, reporting submission deadlines.

6.4.3.2 Exceptions to any of the conditions listed below will be determined by the SLA Board of Directors.

6.4.3.3 Grants provided through funding from SaskCulture will be designated for SLA individual members or members covered by an institutional membership, e.g. Freedom to Read Week grants, Saskatchewan Library Week grants, Culture Days grants, and any other grants

determined at a future time. The Program Committee will report the results of the selection of grant recipients to the board.

6.4.3.4 Juries will be convened from time to time to review and select the applicants that will receive funds from a specified grant program. Applications are subject to and bound by the decision of the jury reviewing the applications.

- a) Jurors must declare conflict of interest and excuse themselves from the decision-making if they have close personal or professional ties to any of the submitted applications. (see Conflict of Interest Policy 6.1.1)
- b) Jurors will be members of SLA or a non-member that has clear connections to the program and understands the objectives of the program.
- c) The number of jurors for a specific set of applications is determined by the Programming Committee with usually no more than 2-3 jurors depending on the number of grant applications.
- d) The SLA Program Coordinator sits on the juries for program funding and will endorse any final decision.

#### **6.4.4 Use of Revenue**

Revenue from a specific sponsor, grant, or fund will be directed to the appropriate use for which it was intended as specified in the application for the funds by SLA or fund guidelines.

- a) Monies from a grant or sponsor for a specific project will be allocated as per the request by SLA for these funds.
- b) Monies directed to specific funds such as Continuing Education Fund or Frances Morrison Trust will be used as specified by the guidelines associated with that specific trust or fund.
- c) Sponsorship of a program such as the Saskatchewan Libraries Conference will be applied to expenses and is intended to benefit to all attendees regardless of membership status.
- d) Funds generated from member-generated streams such as membership fees and The Partnership activities will be used at the discretion of the SLA Board of Directors to benefit the Association and its members. An example is the Continuing Education grants which are made available to members for educational purposes and have a specified set of criteria. (See Continuing Education Policy 6.10)

#### **6.4.5 Transfer of Funds from Operations/Maintaining Restricted Accounts**

SLA maintains five separate funds: the Frances Morrison Trust (to fund the SLA Frances Morrison Award), the Mary Donaldson Fund (to fund the Mary Donaldson Award of Merit), the Maureen Wood Fund (to fund the Maureen Wood Bursary), the Indigenous MLIS Student Bursary Fund and the Continuing Education Fund (to provide funds for continuing education grants).

##### **6.4.5.1 Transfer of Conference Revenue**

Following conference there is usually a motion to allocate 30% of the revenue on the following basis: 10% to Maureen Woods, 10% to Mary Donaldson Award, and 10% to be deferred to the next year for the Mary Donaldson Lecture. Allocation to each fund is dependent on the needs and balance related to the fund. This motion needs to be sent to the bookkeeper to be applied at the year end.

#### **6.4.5.2 Continuing Education Fund**

The board usually makes a motion to allocate up to \$3500 to the Continuing Education Fund in January, once the financial status has been reviewed.

#### **6.4.6 Charitable Donations (see 6.5.3)**

### **6.5 Fundraising Policies**

Fundraising for SLA generally occurs through the requests for sponsorship for various programs, i.e. conference, Saskatchewan Library Week, Children's Storytelling and Summer Performers Tour. These applications are usually developed by the program coordinator along with program committee members and the fundraising committee.

#### **6.5.1 Licenses**

Any raffles, 50/50 draws, or other games of chance for the purpose of fundraising needs to apply for a license from the Saskatchewan Gaming and Liquor Agency in advance. A follow-up report is required.

#### **6.5.2 Use of Sponsorship Revenue**

Sponsorship revenue is applied to the program for which it was requested. If there is unused revenue is generally is considered as part of operational revenue to be applied at the discretion of the board unless there is specification by the sponsoring body. Also see 6.4.4.

#### **6.5.3 Charitable Donations**

As a charitable organization, SLA can encourage charitable donations.

6.5.3.1 Upon receiving a donation whether through a specific donation or as part of a membership application or renewal, the executive director will prepare an appropriate receipt to send to donor along with a personal note of appreciation. A copy of the receipt will be kept in the donations file for the year and also a copy will be sent to the bookkeeper.

### **6.6 Awards and Bursaries Policies**

#### **6.6.1 SLA Frances Morrison Award**

The SLA Frances Morrison Award is an award of merit for outstanding service to libraries given in the name of one of Saskatchewan's exceptional librarians. This award is open to all, individuals or institutions or groups, and not restricted to professional librarians or members of SLA.

##### 6.6.1.1 Eligibility and criteria:

To be eligible for the SLA Frances Morrison Award, a nominee may or may not be a member of SLA and must fulfill the following:

- a) have merit-based evidence of providing outstanding service to libraries, institutions, or groups in Saskatchewan as provided by at least one letter of reference from a nominator; the letter should include several objective and subjective reasons for the nomination that include the nominee's outstanding service to libraries given in the name of one of Saskatchewan's exceptional librarians and may also include biographical details and/or professional
- b) nominator(s) must be a member of SLA

Candidates will be considered according to the criteria established above. The award is presented at the Saskatchewan Libraries Annual Conference.

#### 6.6.1.2 Nominations:

The Board issues calls for nominations from SLA members and establishes submission deadlines (suggested March 1<sup>st</sup> annually). Submissions are to be made to the SLA Office by mail, email or fax, using the application form provided by the SLA Office and available on the SLA website.

#### 6.6.1.3 Selection:

Applications are reviewed by the SLA Frances Morrison Award Committee and a recommendation presented for approval to the Board of Directors in March.

#### 6.6.1.4 Presentation:

The SLA Frances Morrison Award will be presented by the board at an Association function at which the recipient is a guest of the Association. This is often the annual Saskatchewan Libraries conference. Up to the 2017 conference, this has been a small plaque engraved with name of award, recipient, and year. (see Barker's Trophies)

## **6.6.2 Mary Donaldson Memorial Award of Merit**

### 6.6.2.1 Application and Selection Process

- a) The SLA Treasurer is charged with the responsibility for the selection process for the award.
- b) ii. The award recipient will be selected by a committee chaired by the SLA treasurer, and including: the MAL on the Fund-raising Committee and at least 1-2 SLA members. This selection shall be endorsed by the SLA board.
- c) iii. The committee is responsible to ensure the award is communicated through the newsletter, website and social media in a timely manner.
- d) iv. Applications by potential award recipients are submitted to the SLA office no later than March 30 annually.

### 6.6.2.2 Criteria for consideration of applications:

- a) Eligibility is limited to students resident in the province of Saskatchewan or a First Nation within Saskatchewan at the time of their application, enrolled in a library and information technology program offered by a Canadian post-secondary educational institution. Students studying at the Saskatchewan Polytechnic

Saskatoon campus automatically meet this requirement; other applicants may be asked to provide proof of Saskatchewan residence.

- b) The award winner is chosen based on a combination of excellence in academic standing letters of recommendation from faculty in the program, and demonstrated community leadership or involvement.
- c) The committee shall select a recipient to recommend to the board, which must be endorsed shortly after the close of applications.
- d) Award:
  - i. the award is presented as a cheque in the amount of \$1,200.
  - ii. In addition to the award, the recipient will also receive a complimentary conference registration, travel and accommodations, as well as a one year complimentary membership in SLA.
  - iii. The funds for the Award are distributed from the Mary Donaldson Fund. This fund can receive donations and often receives 10% of the profit from the annual conference.
- e) Process After Board Endorsement
  - i. The President of SLA should send a letter of congratulations to the award winner. This letter should outline that the winner is invited to the Saskatchewan Libraries Annual Conference and that SLA will pay their travel, accommodation, and registration; and contain a request for the SLAte article outlined below. (This should be prepared by ED and signed by the President )
  - ii.. The recipient is asked to write a short article for SLAte within the next 3 months outlining what the award has meant to them and the impact of the conference on them professionally (if they attend.)
  - iii. The Mary Donaldson Award is traditionally presented in front of the audience at the time of the Mary Donaldson Memorial Lecture by the Treasurer.
  - iv. The Treasurer should act as an "unofficial" host for the award winner while he/she is at the Saskatchewan Libraries Conference.
  - v. The Award recipient is added to the list on the website and the article is published in SLAte.

### **6.6.3 Honourary Life Member Award**

The Saskatchewan Library Association (SLA) offers an Honourary Life Membership. An Honourary Life Member is a member of the Association for life, has full voting privileges, pays no annual dues, receives all association publications, may serve on committees, and may hold office.

#### **6.6.3.1 Eligibility**

To be eligible for the Honourary Life Membership in SLA, a candidate must have played an active role in the affairs of the association, and fulfill the following:

- a) be at or near the close of an active career in librarianship;

- b) hold an active membership (as outlined in Schedule 1 of the Constitution of the Association) in SLA at the time of nomination;
- c) have made a substantial and recognizable longstanding contribution to library service in Saskatchewan;
- d) have been active in the affairs of SLA.

#### 6.6.3.2 Merit will be based on the following:

- a) At least one letter of reference from a nominator, who currently holds membership in SLA and is currently employed in Saskatchewan, to be sent directly to the SLA office.
- b) The letter by the nominator must testify with several objective and subjective reasons for the nomination that include the nominee's service to SLA and her/his long-standing professional achievement in Saskatchewan.
- c) Letter may also include biographical details and/or professional background of the nominee.
- d) The award is given when merited, not necessarily annually.

#### 6.6.3.3 Nominations

- a) The Board issues calls for nominations from SLA members in November or December annually.
- b) Nominations are to be made to the SLA Office by mail, email or fax, using the application form provided by the SLA Office and available on the SLA website.
- c) Applications are reviewed by members of SLA's Executive and a recommendation is presented for approval to the Board of Directors in March.
- d) Honourary Life Membership will be presented by the board at an association function at which the recipient is a guest of the association. The presentation usually includes a certificate.
- e) Deadline for nominations: March 1 (Annually)

#### **6.6.4 Maureen Wood Education Bursary**

Details including nomination guidelines are in the handbook for committee use.

#### **6.6.5 Indigenous MLIS Student Bursary**

Details including nomination guidelines are in the handbook for committee use.

### **6.7 Advocacy Policies**

SLA is a charitable, non-profit association and as such must limit any political activity. Consult the Canadian Revenue Agency (CRA) for applicable guidelines each year.

#### **6.7.1. Definition**

Advocacy is a "planned, deliberate, sustained effort to raise awareness of an issue or issues. Advocacy is thus an ongoing process whereby support and understanding are built incrementally." SLA's advocacy efforts are both proactive and reactive in that the organization provides leadership in promoting libraries and librarians and provides position statements in reactions to ongoing issues affecting libraries.

## **6.7.2 Guidelines For Drafting SLA Position Statements**

6.7.2.1 In the event of a major incident that impacts memory institutions in any sector across Canada, SLA will investigate, and if appropriate, draft a position statement. SLA represents all four library sectors (post-secondary, public, school, and special) and making a public position on a statement may create some controversy. However, the Executive and Board represent the membership and that may need to be emphasized if there is pushback after an announcement has been made. Below are possible situations for drafting a statement.

6.7.2.2 Possible scenarios may include:

- a) National organizations such as CFLA-FCAB, Canadian Association of University Teachers, and Canadian Association of Research Libraries, often draft position statements on important and topical issues of national significance (e.g. Dale Askey case). If larger regional/provincial associations subsequently post a statement then the SLA Executive or Advocacy Committee may consider, online or teleconference, drafting a statement of support. An example of a lead sentence for a position statement is that the SLA supports X national association(s) on the particular issues. Subsequent text can emphasize that the stance on X issue is intended to be beneficial to library workers in Saskatchewan.
- b) If the SLA executive director or SLA president is contacted by a high ranking individual from a national or regional association for a letter or position statement in a time sensitive manner then the President has the authority to do so. The President has the discretion to consult with the Executive first, and can also call upon the Advocacy Committee for assistance as required.
- c) An issue that is of great importance to workers and memory institutions in
- d) Saskatchewan can be identified by the Advocacy Committee, the Executive/Board, or SLA members, as requiring a formal statement. Consultations with sector associations or agencies to gather facts may be needed before a statement is drafted.

## **6.7.3 Procedures for responding to an issue**

6.7.3.1 The executive may first endorse a document or position statement. Then it needs endorsement, perhaps in a motion, from the Board. All position statements represent the views of the Association.

6.7.3.2 A copy of the statement will go on the SLA web site and may also be sent to the membership.

6.7.3.3 The President can draft and sign letters to government officials and other organizations on related advocacy matters that have already been endorsed by the Board.

## **6.8 Communications and Publications Policies**

### **6.8.1 Canada's Anti-Spam Legislation (CASL)**

6.8.1.1 In order to send information electronically, SLA is required to have express consent from recipients (effective July 1, 2014). SLA is in compliance and requires its members to send written consent to the SLA Office. Consent forms are kept in the SLA Office.

6.8.1.2 As of Fall 2014, membership forms were modified to include CASL consent.

6.8.1.3 All newsletters and newsflash items include an opt out button. Social media that SLA participates in can also be opted out of or deleted.

### **6.8.2 Online Newsletter SLAte**

6.8.2.1 SLA's social media channels are Facebook, Twitter, Instagram and YouTube. Other platforms may be added at the discretion of the board of directors. There will normally be one account with the SLA Office email (usually the executive director). Requests for a separate account to be managed by a committee will be brought to the board of directors for consideration.

6.8.2.1 The association's newsletter, SLAte, is the official newsletter of SLA. It is one of the major communication tools for its members in Saskatchewan and beyond the province's borders. SLAte's purpose is to provide a venue for sharing information about library activities as well as programs, initiatives, and educational opportunities in Saskatchewan and outside the province.

6.8.2.2 It is within the mandate of the publications committee to review SLAte and all social media regularly for content, accuracy, and design. The committee will periodically review SLAte and social media to ensure that their objectives are being met.

6.8.2.3 Newsflashes provide relevant and emergent information to the membership. Normally there is one item per newsflash. Special newsflashes can be focused on a particular newsworthy item or initiative (e.g. the annual conference).

6.8.2.4 SLA does not permit advertising in its newsletter, SLAte, on its website, or in its various social media platforms for commercial purposes. This includes any company whose aim is to advertise or sell products or services. SLA does permit articles in those media that share information from not for profit or other library services that may benefit its members. The association also permits advertising from vendors in the conference program for the annual Saskatchewan Libraries conference. Vendors may contact conference attendees for the purpose of advertising only if the attendee has given prior permission.

### **6.8.3 Website and Social Media Management Committee**

6.8.3.1 The goal of the website and social media committee is to provide oversight to



web pages and social media platforms that SLA participates in. The committee ensures consistency, continuity, and accuracy of content while maintaining the overall public face and brand of the association at a high level.

6.8.3.2 The committee controls any substantive additions or changes to the content or design of the website or social media. It collaborates with and provides direction to the external website provider. Under normal circumstances only committee members may add to, change, or edit the website or social media content including the design elements. Office staff or individuals contracted to work for SLA (e.g. the website editor) may edit the website or social media under the direction of the president, executive director, or the VP publications committee.

6.8.3.2 Information regarding changes to the website or social media are conveyed to all committee members for their information and to prevent the duplication of work

6.8.3.4 A style manual is used by all committee members, office staff and website editor when adding to, changing, or editing the website or social media content. It is important to maintain style consistency since these online sites represent the public face of SLA.

6.8.3.5 Website and Social Media Committee Members

- a) Committee members include the executive director and a subcommittee of the publications committee. The VP publications committee and the executive director report any proposed edits, changes, or alterations to the website or social media to the website editor who makes the actual changes online. Other staff or committee members should report problems with the website or social media content to the executive director.

#### **6.8.4 Website Management**

6.8.4.1 There will be one SLA website that is managed by the SLA office. Requests for a separate site for any program or service will be brought to the board of directors for consideration.

6.8.4.2 All website pages are maintained by the SLA office and content is monitored by the website management committee, SLA board and publications committee to ensure they are accurate and current.

6.8.4.3 All changes to the website including SLAte and to social media are reported to the executive committee on a regular basis. It is the responsibility of committee vice presidents and members at large to report these changes to all committee members for their information.

#### **6.8.5 Website Owner Responsibilities and Risk Management**

6.8.5.1 SLA, as the owner of the website, ensures the integrity of the site including activities on social media. It ensures there is compliance with the general policies, bylaws and strategic plans of the association.

6.8.5.2 Any areas or risk regarding these sites that could potentially harm the reputation

of SLA should be identified by the executive and/or board. This includes information on the website or social media that is inaccurate, misleading, libelous or illegal which must be identified and rectified immediately. Failure to maintain content security should be reported to the website provider immediately.

6.8.5.3 Saskatchewan Library Association engages in social media through Facebook, Twitter, Instagram and You Tube. Other platforms may be added at the discretion of the board. The association recognizes and appreciates the value of social media and the importance of networking for all its stakeholders. As such SLA welcomes discussion, comment, and feedback from members through its social media channels. The association encourages constructive debate that can contribute to mutual understanding and information sharing within Saskatchewan's library community. Criticism and disagreements are acceptable as part of the discussion. However, abusive or inappropriate comments will not be tolerated. SLA expects the content of shared discussion to be respectful of others at all times. SLA staff, volunteers and members posting on SLA's social media accounts will abide by the terms, conditions, and policies established by each platform. If these provisions are not followed SLA reserves the right to delete prohibited or offensive content. SLA disclaims all liability for content posted to the social media sites that it engages with. However the executive reserves the right to remove posted material or tweets considered to be libelous, derogatory, racist, or in any respect contrary to the principles described in the Code of Saskatchewan Human Rights. Examples of inappropriate posts include:

- a) comments that are intended to bully, harass or threaten SLA members or staff
- b) abusive, aggressive, or obscene comments or language
- c) racist, sexist, homophobic, or slanderous messages
- d) messages that suggest or encourage illegal activity
- e) information that infringes copyright or intellectual property rights
- f) material posted by anonymous or robot accounts
- g) messages that infringe upon individual privacy
- h) solicitations, advertisements, or endorsements by commercial organizations
- i) posts that attempt to seriously defame SLA

6.8.5.4 The Partnership Journal Job Postings in SLAte - SLA values its membership in The Partnership and recognizes that there are mutual benefits in promoting the programs and services that it offers. Therefore in accordance with furthering the objectives of The Partnership SLA will advertise job postings for volunteer positions at The Partnership Journal in SLAte whenever they are available.

### **6.8.6 Annual Report**

6.8.6.1 The Association, under the direction of the executive director and the president, shall

publish an Annual Report of its activities shortly before its Annual General Meeting (AGM); and should be available to its membership at least 15 days in advance of the AGM. Also see Section 7.3.6.1

- a) The annual report shall include:
  - i. An introduction by the president which summarizes major issues, challenges and accomplishments of the association;
  - ii. A list of the current Board of Directors;
  - iii. Reports of the Board of Directors and Executive Director;
  - iv. Reports of Committees;
  - v. Report of the Auditor;
  - vi. A list of award winners.
- b) The annual report will be an interesting and readable document by:
  - i. Keeping reports concise;
  - ii. Focusing on key activities and their results;
  - iii. Using sub-headings for each topic covered in the text;
  - iv. Including photographs, charts, and graphs.
- c) The annual report may be published as a hardcopy document, published online, and/or included in SLAte.

### **6.8.7 Conference Proceedings**

6.8.7.1 SLA may publish a record or conference proceedings of various workshops, speeches, and other activities, which take place at its conference. This may be done in print or online.

6.8.7.2 SLA Office will normally edit and publish conference proceedings and may seek assistance from the Vice-President, Membership and Publications

6.8.7.3 Proceedings of the conference and any other significant events should be published no later than two (2) months after the AGM. Proceedings may include:

- a) Program Summaries:
  - i. Workshops;
  - ii. Keynote Speeches;
  - iii. List of Award Recipients;
  - iv. List of Incoming Executive
- b) Results of the Annual General Meeting as necessary, such as New Business, Reports of Committees/Task Forces, and resolutions.
- c) Full Draft Minutes of the AGM will be available on request and online on the SLA web site.
- d) Cost of publishing hard copies or transcribing proceedings is included in the operational printing budget.

### **6.8.8 Visual Branding Standards (2016)**

The renewed logo was accompanied by visual branding standards which guide the use of the

SLA logo. These standards are available online [here](#) and at the SLA Office.

## **6.9 Conference Policies**

### **6.9.1 Conference Planning Handbook (CPC) Handbook**

6.9.1.1 The handbook will be reviewed and revised annually following the conference by the CPC and be published online.

6.9.1.2 The handbook will contain all the policy, descriptions, and operational guidelines for the annual conference. The annual conference is budgeted on a cost recovery basis as a bare minimum, with an expectation that they will bring in as much additional revenues as possible. The annual conference shall be held the first full weekend in May, except in exceptional circumstances.

### **6.9.3 Presenter Guidelines and Expenses (2015)**

6.9.3.1 Definitions:

- a) Keynote speaker – an invited guest who is asked to speak at a plenary session, as the keynote speaker at the beginning or end of the conference, or as the speaker at the Mary Donaldson Memorial Lecture. Keynote speakers are generally not SLA members.
- b) Workshop presenter – an invited guest/member/non-member who is asked to conduct a pre or post conference session on a specific topic that may be a half-day or full-day session.
- c) Concurrent session presenter – a presenter whose application is selected by the Conference Program Committee for inclusion in the conference as a concurrent session (typically a 50 minute session). Presenters may be from the library community or from outside the library community.
- d) Other presenter – an individual selected by the CPC to provide a session and may include Spotlight On sessions or poster presentations.

6.9.3.2 Compensation or Special Fees:

- a) No person shall have the authority to offer or contract to pay any fee, honourarium, or expense as compensation to any person for participating in the program of the conference, except as authorized in advance by the board, as recommended by the CPC.
- b) Reimbursement for the hiring replacement staff to cover a speaker or panelist's work is not provided.
- c) Speakers and presenters are responsible to provide handouts at their own cost if they choose to distribute them. Any handouts and/or audio visual materials can

- be submitted to be posted on SLA's website or online repository at the discretion of the presenter before or after the conference.
- d) A conference expense claim needs to be submitted for reimbursement of expenses following the conference as pre-approved by the CPC. An expense claim form is included in the conference package. Submissions for expenses must be received within thirty (30) days of the last conference day and must be accompanied by hotel receipts where applicable.
  - e) Conference presenter compensation suggestions are recommended by the CPC and approved by the SLA Board.
  - f) Conference volunteers will be recognized at the opening of the conference, and receive recognition as per SLA policy to Acknowledge the Contributions of Volunteers (March 2015). No reduction to conference fees is offered. Volunteers will be encouraged, if applicable, to use their volunteer time for the Education Institute Continuing Education Certificate.

#### **6.9.4 Mary Donaldson Memorial Lecture**

6.9.4.1 The Conference Planning Committee (CPC), in conjunction with the Program sub-committee organizes, hosts, and pays for the annual lecture

- a) The lecture will be presented and promoted as a Free Public Lecture for the community in which the venue is situated.
- b) The lecture usually occurs on the evening preceding the opening of the conference and may be followed by the President's Reception.

6.9.4.2 The executive director upon the approval of the Executive of the CPC will establish a contract with the selected lecturer. (see examples in executive director files)

6.9.4.3 The CPC, in cooperation with the executive director, arranges for the publication or transcription of the annual lecture in print and/or online.

#### **6.10 Continuing Education (CE) Policy** (Under review, 2018)

**6.10.1 Records** The SLA Office will keep a list of past recipients by year and category in Section 9.

6.10.2 Process to Select Grant Recipients and Follow-up

- a) The committee (see Section 5. 6) will be responsible for issuing the calls for applications.
- b) The executive director will collect all applications.
- c) The Continuing Education Committee will jury the applications.
- d) Incomplete applications will be excluded.
- e) Confirm valid membership of the applicant as per grant guidelines.
- f) Confirm that the person has not had a grant in the past (preference is given to applicants who have not).

- g) Consider the grant criteria as listed on the website. <http://saskla.ca/continuing-education/continuing-education-grants> and may include:
  - i. Relevance to current work.
  - ii. Financial hardship.
  - iii. Geographical distance
- h) The committee should attempt to distribute grants equally between different types of library workers (librarians, library technicians, paraprofessionals).
- i) At this point, all other criteria being equal, candidates will be chosen using a lottery system.
- j) The chair of the CE committee will advise the board of the outcome of each grant.
- k) The executive director will contact the successful applicant and mention the timeline for a report to be submitted. The executive director will also contact unsuccessful candidates.
- l) The CE committee will review reports as part of the annual evaluation process.

## **6.11 Program Policies**

A listing of all major SLA programs is at <https://saskla.ca/programs>. SLA committees responsible for those programs will be drafting policies (see section 5.13). See also 6.4.3 Program Grant Funding Guidelines for Members.

## **6.12 Relationships with Other Organizations (December 2017)**

### **6.12.1 Establish Relationships**

SLA will endeavour to seek out other organizations, institutions, and agencies which share common interests with the association. SLA will consider co-sponsoring workshops, publications, presentations to government bodies, etc. with these groups and will consider memberships as well.

### **6.12.2 Liaison Role**

SLA will establish a liaison mechanism to maintain effective communication and cooperation with other organizations. The executive director or designate shall be the liaison with other organizations on behalf of SLA.

### **6.12.3 Congratulations to Government**

SLA will send a congratulatory letter and also outline the goals and objectives of the association anytime there is a change of government, federal or provincial, or a change in the Minister-in-charge of Libraries. When there is a new federal government, the letter is sent to the Prime Minister and all MPs from Saskatchewan. When there is a new provincial government, the letter is sent to the Premier and all MLAs.

### **6.12.4 Congratulations to Institutions**

- i. SLA will send a congratulatory letter anytime there is a change of leadership at the Provincial Library and Literacy Office, ten regional and municipal library systems (a listing of institutions is

at <https://www.sasklibraries.ca/members.html>), and three largest post-secondary institutions in the province (Saskatchewan Polytechnic, University of Regina, and University of Saskatchewan). See also 6.1.8.2.

ii. SLA may send a congratulatory letter when there is a change in leadership at other organizations that are stakeholders in Saskatchewan's library community. See also 6.1.8.2.

#### **6.12.5 Cooperation with Library Associations in Saskatchewan**

SLA will make every effort to cooperate with all other library associations in Saskatchewan through formal and informal meetings, exchanges of minutes, space for articles and announcements in SLAte, and membership on committees. Every effort will be made to agree publicly on issues.

#### **6.12.6 Representatives to other Organizations**

SLA seeks to provide representation on the boards or committees of other organizations. Currently those include: CFLA-FCAB (Prairie Province Representative and committees, Multitype Library Board, Saskatchewan Book Awards, Saskatchewan Polytechnic Advisory Committee to the LIT Program, The Willow Awards (or SYRCA), and the University of Regina Senate. See details in Section 5.16 and 5.17

#### **6.12.7 The Partnership**

SLA works with a network of provincial, territorial, and regional library associations across the nation. Much of this work is revenue generating but also it provides an opportunity to learn from each other and provide support. See also 6.4.1.2. for financial policy.

### **6.13 Organizational Archival Policies**

**6.13.1** SLA will retain relevant association material in any format for the benefit of its committees and members for future study. Archival material, including documents, photographs, serial publications, and audio-visual productions will be deposited by the Executive Director at the Saskatchewan Provincial Archives in Regina.

6.13.2 As per federal law, financial documents will be retained for a minimum of seven years

6.13.2 Materials which are not required by incoming directors and committee conveners should be forwarded to the Executive Director who will work with an archivist to prepare documents for storage.

6.13.3 Duplicate copies of some archival materials may be kept in the SLA Office or at the University of Regina Library.

6.13.4 Copies of fonds for SLA archival materials are kept in the SLA Office. Persons interested in viewing SLA archival materials can the Saskatchewan Provincial Archives in Regina.