

Constitution

- Article I.** **Name**
The name of this body shall be "The Ontario Council of University Libraries/Conseil des bibliothèques universitaires de l'Ontario" herein referred to as the Council or OCUL.
- Article II.** **Purpose**
The purpose of the Council shall be:
1. To concern itself with the improvement and development of university library resources in Ontario.
 2. To concern itself with the rationalization and coordination of library resources, particularly at the graduate and research level.
 3. To assist the Council of Ontario Universities (COU) in its efforts to promote coordination and cooperation among the libraries of COU members by providing information and advice in these areas to university administrations and by responding to requests from COU for advice and assistance in library matters.
 4. To provide a medium of communication among the library directors of COU members.
 5. To cooperate and maintain liaison with other agencies and councils as appropriate.
- Article III.** **Membership**
The membership of the Council shall consist of the library directors of COU Institutional members and associate members (See Appendix A).
- Article IV.** **Powers**
The Council shall have power to establish its own By-Laws and to appoint committees or task forces in order to fulfil its purposes.
- Article V.** **By-Laws**
By-Laws may be adopted, amended, suspended or rescinded by a two-thirds majority of members of the Council present and voting at any meeting at which at least two thirds of the members are in attendance.
- Article VI.** **Amendments**
This constitution may be amended by a two-thirds majority of members of the Council present and voting at any meeting, provided that written notice of the proposed change or substance thereof be sent to the entire membership not less than ten days prior to the date of the meeting and that at least two-thirds of the members are in attendance.

BY-LAWS

Article I. Officers-Executive Committee

The Officers of Council and their terms shall be:

1. A Chair (one year)
2. A Vice-Chair who shall be Chair-Elect (one year)
3. A Secretary (two years, renewable one time)
4. A Treasurer (two years, renewable one time)
5. A Past-Chair (one year)

The Secretary and Treasurer terms are staggered.

Article II. Duties of the Officers

II.

Chair

The Chair is the chief elected officer of OCUL. She/he provides leadership for the organization and ensures that its mission and strategic goals are carried out. The Chair shall, when present, preside at all meetings of the Executive and of the Members. She/he is an ex officio member of standing committees. The Chair shall assume other duties and powers as the Executive may specify.

Vice Chair / Chair Elect

The Vice Chair / Chair Elect shall chair the OCUL Planning and Assessment Committee. If the Chair is absent or is unable to act, the Vice Chair shall, when present, preside at all meetings of the Executive and of the Members. She/he shall have such other duties and powers as the Executive may specify.

Past Chair

The Past Chair shall chair the Nominating Committee. She/he acts in an advisory capacity to the Chair, assisting in the transition in leadership. She/he will assume other duties and powers as the Executive may specify.

Treasurer

The Treasurer shall be responsible for overseeing the maintenance of proper accounting records in compliance with Canadian accounting standards. She/he will assume oversight and responsibility for the safekeeping of securities and for the disbursement of funds of the organization. The Treasurer will render to the Executive an account of the financial position of the organization. If the Chair and the Vice Chair are absent or unable to act, the Treasurer shall, when present, preside at all meetings of the Executive and of the Members. She/he is an ex officio member of standing committees. The Treasurer will assume other duties and powers as the Executive may specify.

Secretary

The Secretary shall maintain, or cause to maintain, the official documents of the organization, including the list of members, bylaws, rules of order and standing rules. She/he will keep, or cause to be kept, minutes of all meetings of the Executive and of the members. She/he will give, or cause to be given, proper notice for all meetings of the Executive and of the members. If the Chair, the Vice Chair and the Treasurer are absent or unable to act, the Secretary shall, when

present, preside at all meetings of the Executive and of the Members. The Secretary will assume other duties and powers as the Executive may specify.

Article III. Meetings
Meetings shall be called by the Chair or the Executive Committee in the spring and the fall of each year, at other times as required, or upon the written request of six members. The purpose of the meeting shall be stated in the call. The spring meeting shall be the annual meeting.

Article IV. Attendance
A member of the Council who is unable to attend a meeting may delegate a member of his/her Library staff to attend and vote during the absence of the member but not to act as an officer.

Article V. Quorum
A majority of the members of Council or their delegates shall constitute a quorum for any meeting.

Article VI. Elections
The election of officers shall take place at the annual meeting. A Nominating Committee, consisting of the current Past-Chair, as chair, and two other members selected at the previous meeting of Council, shall present a slate of nominees reflecting the various regions and sizes of institutions. If there is more than one nomination for an office, the meeting shall agree on election rules before voting. No one shall be nominated without his/her consent.

Article VII. Replacements
An officer, except the Chair, who finds it necessary to relinquish office (through retirement, resignation, or otherwise) shall be replaced by a successor elected for the un-expired term. A mail vote may be conducted, if necessary, by the Secretary or by the Chair if it is the post of Secretary that becomes vacant.

Article VIII. Voting
The Chair may vote.

Article IX. Projects
Each project undertaken by OCUL shall be administered by one of the Council members. The Librarian of the University administering the Project shall be its Coordinator and shall report regularly to OCUL.

**Article
X.**

Rules

The functions of Council and the conduct of its members shall be governed by the regulations:

- a. stated by the Council of Ontario Universities;
- b. contained in the OCUL Constitution;
- c. **Procedure at meetings in Canada** by Arthur Beauchesne.

**Article
XI.**

Executive Director

There shall be an Executive Director, appointed by OCUL, who shall report to the Chair of OCUL. The Executive Director shall serve as manager of OCUL affairs, including the OCUL office. The Executive Director shall attend the meetings of the OCUL Council and Executive Committee.

Amended and approved - OCUL Meeting, 21 November, 2014

APPENDIX A

Institutional Membership of the Council of Ontario Universities/Conseil des Universités de l'Ontario
at November 1, 2010

Members:

Algoma University
Brock University
Carleton University
University of Guelph
Lakehead University
Laurentian University
McMaster University
Nipissing University
OCAD University
University of Ontario Institute of Technology
University of Ottawa
Queen's University
Ryerson Polytechnic University
University of Toronto
Trent University
University of Waterloo
University of Western Ontario
Wilfrid Laurier University
University of Windsor
York University

Associate Members:

Royal Military College of Canada