

OCUL Constitution & By-Laws

Amended and approved – OCUL Meeting, November 10, 2023

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By-Laws may be adopted, amended, suspended or rescinded by a two-thirds majority of members of the Council present and voting at any meeting at which at least two thirds of the members are in attendance.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 Executive Committee acts on behalf of the Council, ensuring good governance and providing strategic oversight. The Executive Committee oversees operational and strategic decisions and fiscal management of OCUL. The Executive Committee meets regularly to discuss, and when appropriate makes decisions on, matters requiring attention between meetings of the Council membership.

The Officers of Council and their terms shall be:

- A Chair (one year)
- A Vice-Chair who shall be Chair-Elect (one year)
- A Secretary (two years, renewable one time)
- A Treasurer (two years, renewable one time)
- A Director-at-Large (one year, renewable one time)

The Secretary and Treasurer terms are staggered.

Article II. Duties of the Officers

Chair

The Chair is the chief elected officer of OCUL. They provide leadership for the organization and ensure 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. The Chair shall assume other duties and powers as the Executive may specify.

Vice-Chair / Chair-Elect

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. The Vice-Chair shall chair the Nominating Committee. They shall have such other duties and powers as the Executive may specify.

Treasurer

The Treasurer is responsible for overseeing the maintenance of proper accounting records in compliance with Canadian accounting standards. They 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. 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. They will keep, or cause to be kept, minutes of all meetings of the Executive and of the members. They 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.

Director-at-Large

The Director-at-Large is an active Executive Committee officer, providing leadership in fulfilling the purpose of the Executive. This requires regular attendance and participation at the meetings of the Executive. The Director-at-Large shall 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 Vice-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 their 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. An electronic 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. Conduct

The members of Council shall perform their functions and duties in a conscientious manner that is respectful of different perspectives and lived experiences among the membership and sensitive to the impact their communications and behaviours have on others. Members communicate and work with each other in an open and honest manner, while promoting a spirit of collaboration by listening to and respecting opinions that may differ.

Article X. Rules

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

- stated by the Council of Ontario Universities;
- contained in the OCUL Constitution; and
- recommended in Robert's Rules of Order, Newly Revised.

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.

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