

2017-2018 LAUW AGM Minutes - *Draft*

Friday May 4, 2018; 12:00 – 1:30pm; DC 1568

Present: Kathy Szigeti (FAUW Representative), Jessica Blackwell (Programs Committee Chair), Nancy Collins, Caitlin Carter (Secretary), Rebecca Hutchinson (Compensation Committee Chair), Sarah Brown (Treasurer), Jackie Stapleton (Past-President), Agnes Zientarska-Kayko (President), Kate Mercer, Jane Forgay, Laura Bredahl, Sarah Thompson, Danielle Robichaud (Equity Committee Representative), Lauren Byl, Tom Harding, Nicole Marcogliese, Kari Weaver, Evan Schilling, Ian Robson, Sandra Keys, Marian Davies.

Regrets: Susan Lancsak, Tim Ireland

Call to order at 12:02 p.m.

1. Approval of the minutes of the May 4, 2017 LAUW AGM
 - Motion to accept by Zientarska-Kayko, seconded by Davies. Motion approved.
2. Business arising from 2017 AGM
 - Constitution edits from 2017 AGM – see item 8B
3. Appointment of scrutineers and Parliamentarian
 - Motion to appoint by Zientarska-Kayko, seconded by Brown. Nicole Marcogliese and Sandra Keys volunteered. Motion approved.
 - Zientarska-Kayko appointed Sandra Keys as Parliamentarian for the meeting.
4. Additional agenda items
 - Academic freedom update (Jane Forgay) – see item 7B
5. Annual reports (* =supplementary reading material available)
 - The full reports are on the [LAUW website](#). Brief oral summaries or highlights from the reports were provided.
 - a. President* - Motion by Zientarska-Kayko to accept all reports as distributed, seconded by Stapleton.
 - Zientarska-Kayko met with all new librarians to explain the purpose of LAUW and to recruit new LAUW members. LAUW Exec shared LAUW documents with the new University Librarian, Beth Namachchivaya, so Beth could learn more about LAUW. LAUW Exec met with Beth, Sharon Lamont, and Alison Hitchens,

to define LAUW, the functions of LAUW, and how LAUW wishes to work with LibExec. LibExec was very open to the discussion and Beth offered to arrange for administrative help with the “Librarians’ Activities” portion of the LAUW website. The new LAUW Exec will work on how to further acknowledge and promote librarian accomplishments and activities.

- At the January LAUW Exec meeting, Laura Bredahl shared findings from her discussion with Marlee Spafford on how the Optometry clinical lecturers were transitioned to clinical professoriate.
- LAUW started the discussion around updating the LEH and a call was sent out for participation on the LEH Review Committee.
- LAUW Archives – Jessica Blackwell looked at the documents and made recommendations on how they could be archived.
- Danielle Robichaud, Equity Committee Representative, was invited to attend all LAUW Exec meetings.

b. Programs Committee*

- This year, LAUW welcomed 5 new members. In March, Heather Buchansky from the University of Toronto did a guest talk on identifying fake news. This talk brought in members from across the Library and was very well-attended.

c. FAUW Representative*

- The FAUW Rep is a non-voting member of the FAUW board. Once again, the FAUW Board reiterated their willingness to support librarians in their pursuit of academic status.
- This year, the President’s luncheon hosted a panel on academic freedom. Szigeti secured an invite for librarians to attend this luncheon and several LAUW members were in attendance.

d. Equity Committee Representative*

- This committee has changed its name from the Status of Women and Equity Committee (SWEC) to “Equity Committee.”
- The committee is in the process of reviewing the terms of reference and clarifying terminology. They are also looking at migrating the equity website over to the FAUW website.
- Question: are librarians mentioned in the terms of reference? Robichaud confirmed yes, and that the committee is very supportive of librarians.
- Another question was posed around whether this committee has created a working group specifically related to women’s issues. Robichaud said no, but reiterated that the new name change is not meant to draw away from the support of women’s issues.

e. Compensation Committee*

- Report is based off of CARL/ARL data. CAUT data was left out because it is no longer current.
- Professional Development spend - more requests were made in 2016. "Other" pertains to money spent on things like ExLibris training, facilitator expenses for Map3 planning retreat, etc.
- Salaries – data is from CARL and Waterloo is 22 out of 29 in terms of average salary. UW librarians are below Ontario and Canadian averages. Same trend can be seen in ARL data. Not at very bottom but in bottom 1/3.
- Waterloo is spending less of its budget on Library expenditures (3.5% and national average is 4.5%).
- Hutchinson attended the compensation review presentation arranged by the UW Staff Association. It touched on the following: Waterloo's compensation philosophy and whether the current salaries fit into UW's philosophy. Pay equity/pension/benefits were not examined.
- Question: what does LAUW do with the compensation report information? LAUW Exec is hoping the LEH Review Committee may use this information. LAUW Exec keeps this information so we have it on hand.

f. Treasurer*

- 33 librarians are eligible for LAUW membership and there are currently 31 members. 27 are paid and 4 are complimentary memberships.
- Some expenditures, mostly AGM lunch and welcome dinners.
- Balance is doing fairly well.
- This year, LAUW offered email transfers for paying dues and 1/3 of the membership used this option. It was recommended that LAUW keeps this payment option.
- Question: does LAUW offer gift(s) to guest speakers? Brown confirmed that no, LAUW has not done this in the past. It was suggested that LAUW should start buying a gift from the bookstore.
- LAUW does not pay for travel or gas for speakers, but does cover the cost of parking and lunch. If LAUW decides to give an honorarium, how should this be determined?

Laura Bredahl motioned to approve reports, and Jessica Blackwell seconded. Motion approved.

6. Annual approval of membership fees

- Membership fee will remain the same at \$30. Motion to approve by Stapleton, and seconded by Mercer. Motion approved.

7. A) Election of Officers and Chairs of Standing Committees for 2018/2019*

- Proposed new membership of LAUW Exec was sent to all members. Zientarska-Kayko asked if there were any nominations from the floor and there were none. Zientarska-Kayko named members of the new Executive and wished them luck.

7. B) Academic freedom (Jane Forgay)

- Librarians were invited to the Presidents' luncheon where there was a panel and Q & A on academic freedom.
- Forgay asked the panel how librarians are covered on campus through academic freedom and was told that Policy 33 would provide coverage for librarians. Forgay looked at the wording for staff in Policy 33 and it didn't look very robust. Policy 33 is being revised at the moment. Forgay worked with Beth Namachchivaya and Shannon Dea to come up with stronger wording for librarians, so they are better protected. The revision is now with the committee in charge of revising Policy 33.
- Question: Can you share the wording from the MoA (FAUW) and Policy 33? MoA describes supporting and defending their members, while Policy 33 describes supporting staff, but "defend" is missing. The committee reviewing Policy 33 is chaired by Beth Jewkes. Librarians should start joining these committees, in order to get involved with these initiatives.

8. Ideas for 2018/2019

- a. CAUT website presence
 - LAUW subscribes to the CAUT listserv, but there is a lack of awareness in our profession of the UW situation – professional development, etc., which could be impacting recruitment. The CAUT website lists the MoAs for all universities. LAUW should add the LEH, as it guides the working environment.
- b. Review of the constitution
 - Next Exec will open up the constitution to make edits from 2017 AGM and will revisit possibility of adding President-Elect position.
- c. Length of the terms of office for Exec members
 - Beneficial to extend terms of LAUW Exec members to 2 years each; 2 years would be good for continuity and understanding the roles on the LAUW Exec. Consider looking at FAUW and model what they are doing. LAUW will document changes and then vote on it next year.
- d. Other ideas from membership
 - Lauren Byl mentioned that Policy 73 – Intellectual Property, is up for review. Librarians should make note of how this policy applies to us and to ensure that the needs of librarians are represented.

Zientarska-Kayko thanked the Executive and Membership.

Meeting adjourned at 1:24 p.m.

Respectfully submitted,
Caitlin Carter
2017-18 LAUW Secretary

LAUW Compensation Report 2019

LAUW Compensation Committee
Rebecca Hutchinson, Chair
Agnes Zientarska-Kayko



Notes

- ARL: Association of Research Libraries
 - 2016-2017
 - Librarians and other professionals
- CARL: Canadian Association of Research Libraries
 - 2016-2017 statistics & 2017-2018 salary data
 - Includes stipends
 - Non administrative librarians, administrative librarians, other professionals
 - Method for determining provincial and national averages changed with the 2017-2018 salaries
- CAUT: Canadian Association of University Teachers
 - 2016-2017
 - Based on representation unit
- All salaries are expressed in CAD

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- CARL:
 - <http://www.carl-abrc.ca/measuring-impact/statistics/>
 - Salaries includes stipends.
 - Administrative librarians: associate and assistant directors; heads of branches, divisions, and departments.
 - Non administrative librarians: cataloguers, reference, those with less than 60% admin work.
 - Other professionals: systems analysts, teaching and learning specialists, budget offices, accountants, media specialists, data curators, preservation specialists; those regarded as professionals but not requiring a professional library degree. In the past, Waterloo has included the following positions in that group: Head, Cataloguing; Head, Circulation Services; Head, Library Technology & Facilities Services; Director, Organizational Services; and, Systems Administrator and Analyst.
 - CARL used to average the institutional averages to get provincial and national. In their 2016-2017 report (which has the 2017-2018 salary data) they changed this. Now they average all the individual salaries at institutions to get provincial and national.
 - The new calculation is used for reporting CARL data except when

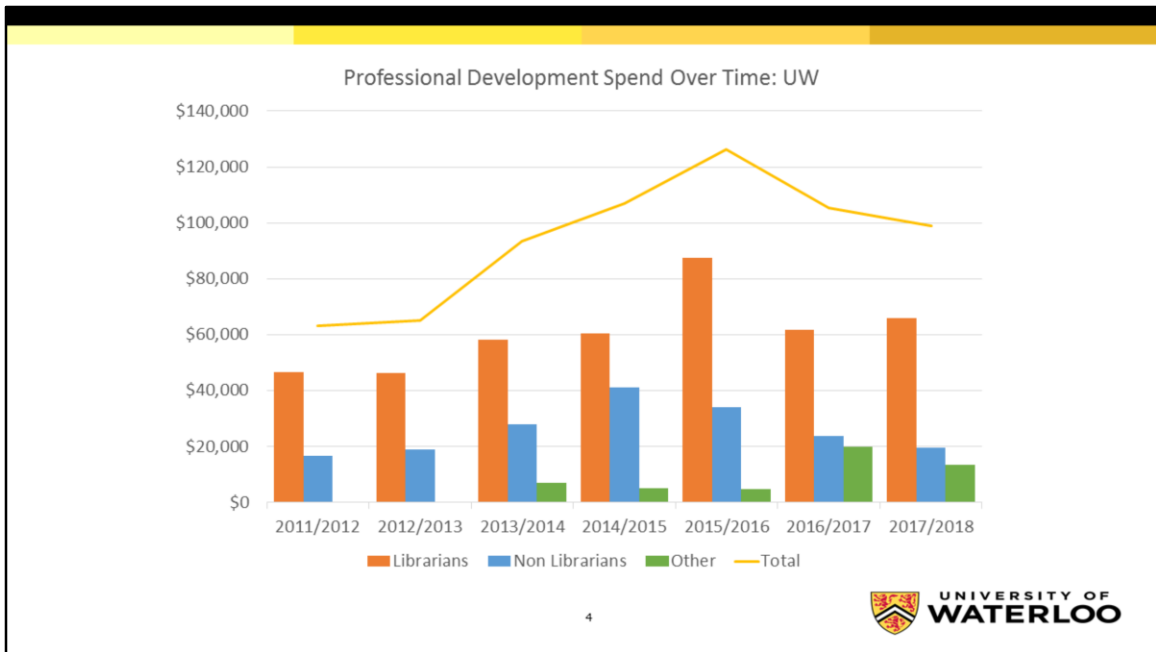
data is being charted over time. The old method was used to show the 2017-2018 data on slides 12-15, 25-26.

- ARL: *ARL Annual Salary Survey 2016-2017*. Retrieved February 2019, from: http://publications.arl.org/ARL_Annual_Salary_Survey
 - This report only includes data that excludes Canadian medical and law libraries.
 - Directors (Dean of Libraries, University Librarians) are included in figures for average years of experience and filled positions, but not in the average and median salary statistics.
 - Includes heads, managers, librarians in any department... and whoever the individual libraries classify as 'professionals.'
- CAUT: *Librarian Salary & Academic Status Survey*. Retrieved February 2019, from: <http://www.caut.ca>
 - Salaries reported do not include stipends.
 - The term "Librarian" includes Archivists and Curators that are also organized in the same unit or report as part of the same occupational group, as well as administrative and non-administrative librarians.
 - Who is/isn't included really depends on who is in the bargaining/representation unit.
 - Senior administrators who were deemed out of scope were removed from the dataset (for the most part they are excluding the UL).

Professional Development At Waterloo

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- UW Professional Development Spend on Librarians.
- 2013-2015 showing numbers that don't include ARL program.
- 2015-2017 does not include interview candidate expenses. Before 2013/14, interview candidates travel was included.
- "Other" cost is for training fees (Ex Libris, process mapping, Cognos, SFX, etc.) and facilitator expenses (MAP3).

Materials Purchased for Professional Development/Research: UW

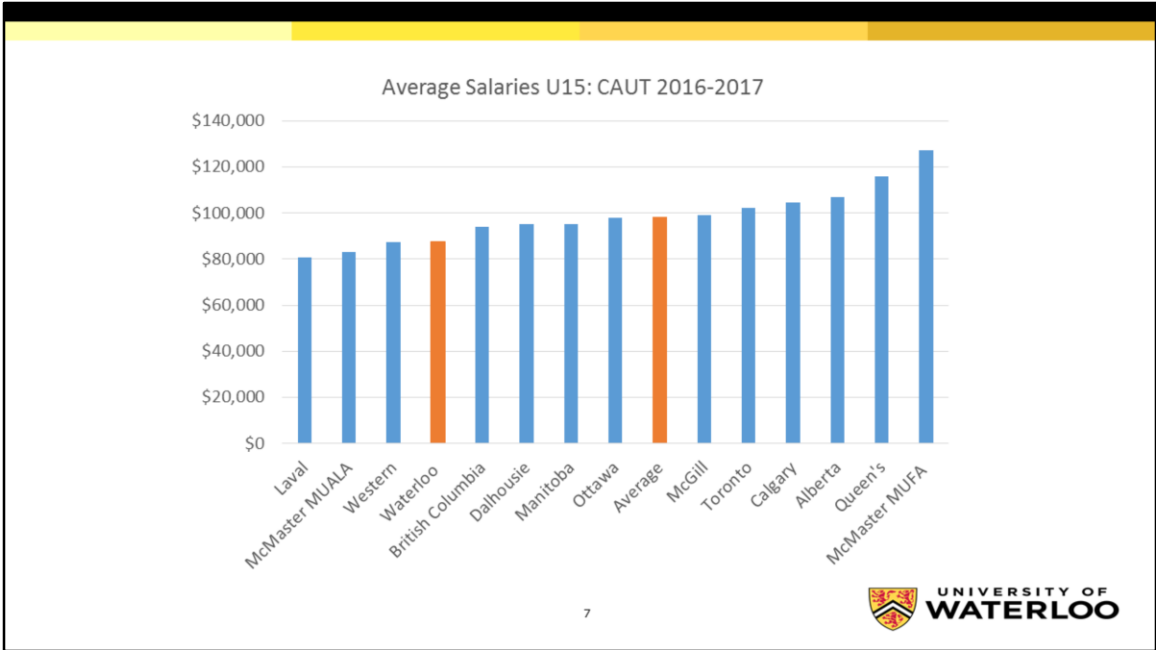
- Algorithms of oppression : how search engines reinforce racism / Safiya Umoja Noble.
- Assembling the pieces of a systematic review : guide for librarians / edited by Margaret J. Foster Sarah T. Jewell.
- Collaborating for impact : special collections and liaison librarian partnerships / edited by Kristen Totleben and Lori Birrell.
- Data management : a practical guide for librarians / Margaret E. Henderson.
- Expert internet searching / Phil Bradley.
- One-shot library instruction survival guide / Heidi E. Buchanan Beth McDonough.
- Practical guide to psychological health & safety in the workplace / Dianne E.G. Dyck.
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- Promoting health and well-being in the workplace : beyond the statutory imperative / Margaret Hodgins Paul Fleming and John Griffiths.

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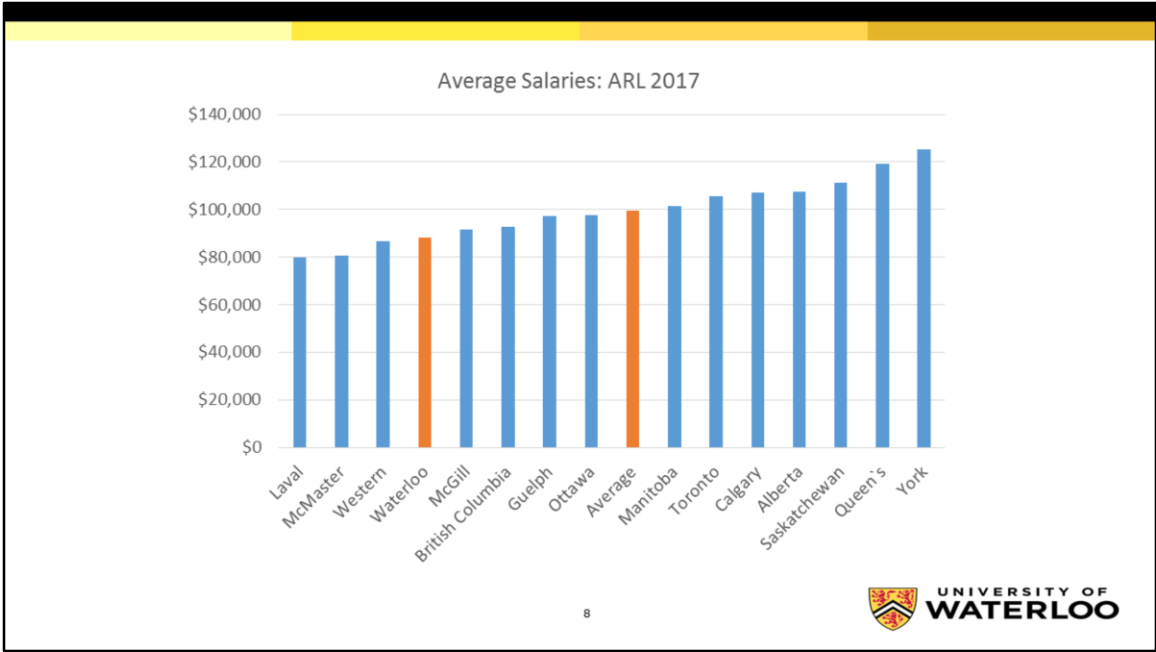


- 2017/2018: \$597 (9 titles).
- 2016/2017: added up to \$1387 (20 titles).
- 2015/2016: added up to \$2263 (30 titles).

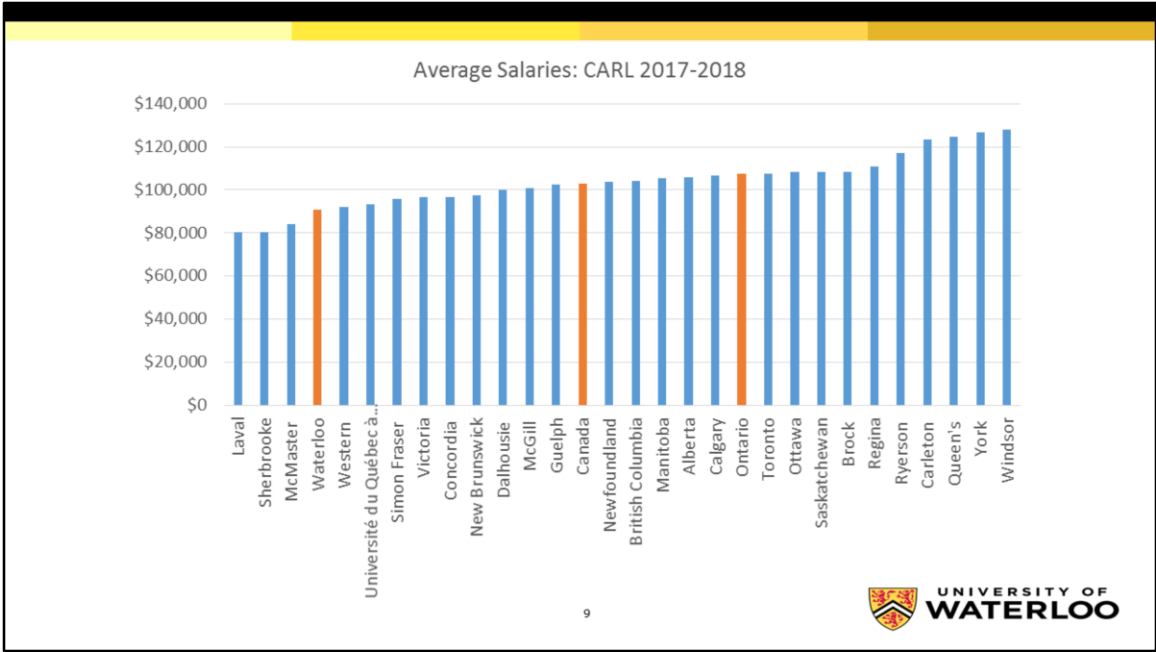
Average Salaries



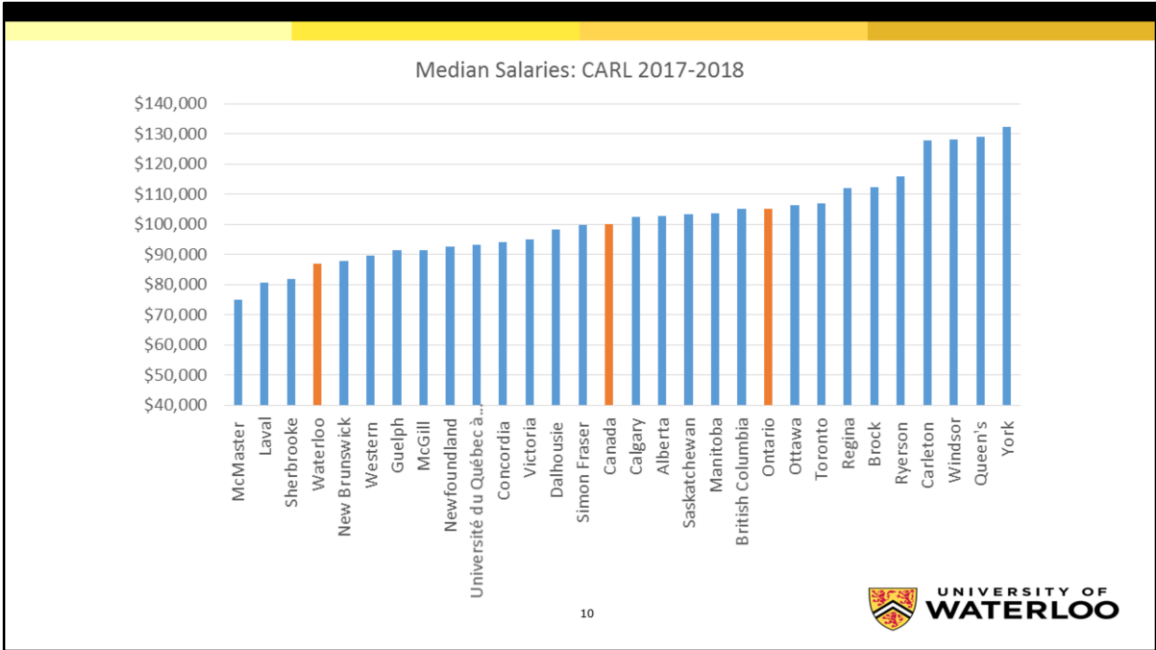
- CAUT salary averages were not available for Guelph, Saskatchewan or Montreal. McMaster is represented twice (librarians are in one of two bargaining units).
- Waterloo is 4/14 (29%).
- This trend is seen in ARL and CARL data.



- Waterloo is 4/15 (27%).
- This trend is seen in CAUT and CARL data.



- No data for Université de Montréal
- Waterloo is 4/28 (14%).
- This trend is seen in ARL and CAUT data.



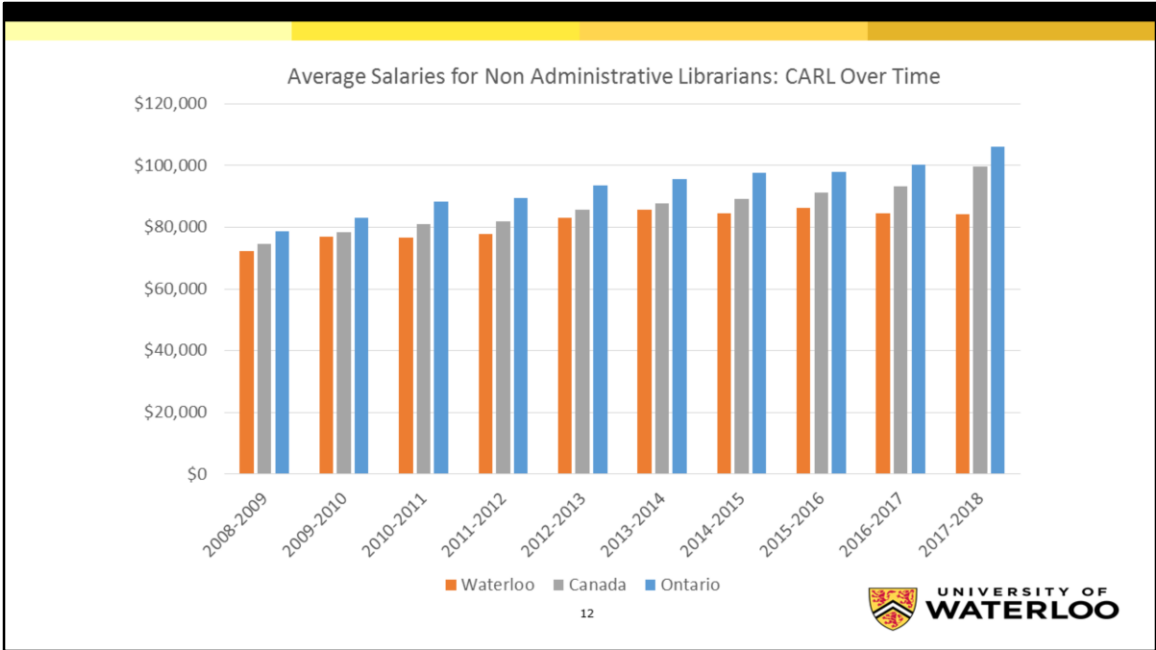
- Not much difference between median and average (not many or not significant outliers within the datasets for each institution).

Average Salaries Over Time

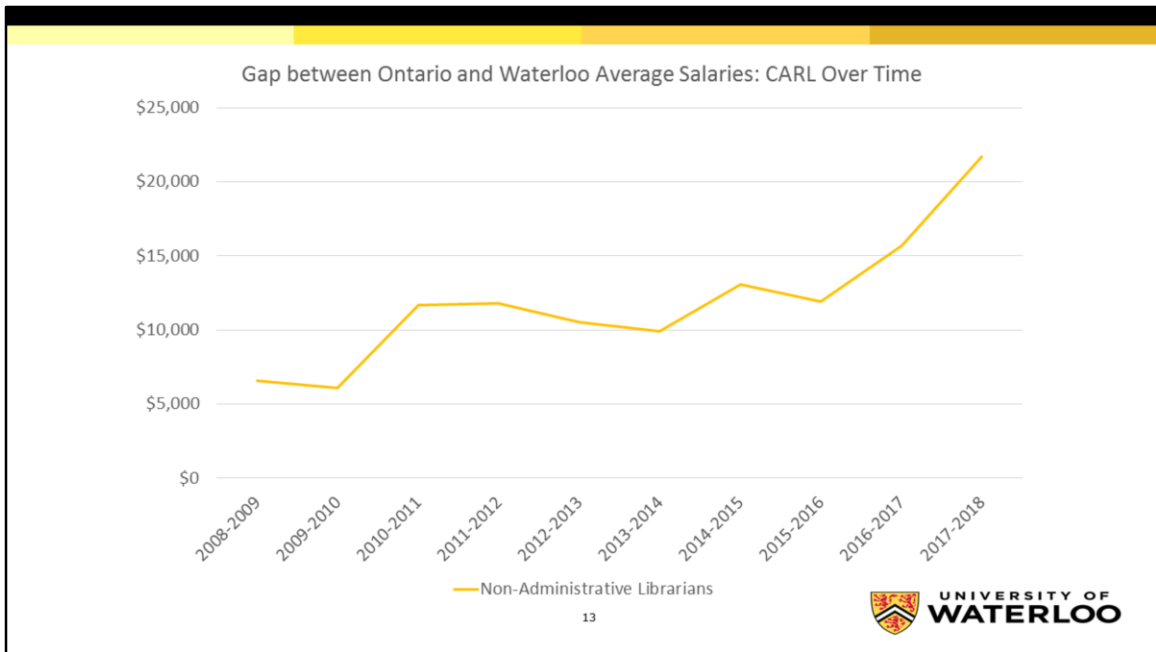
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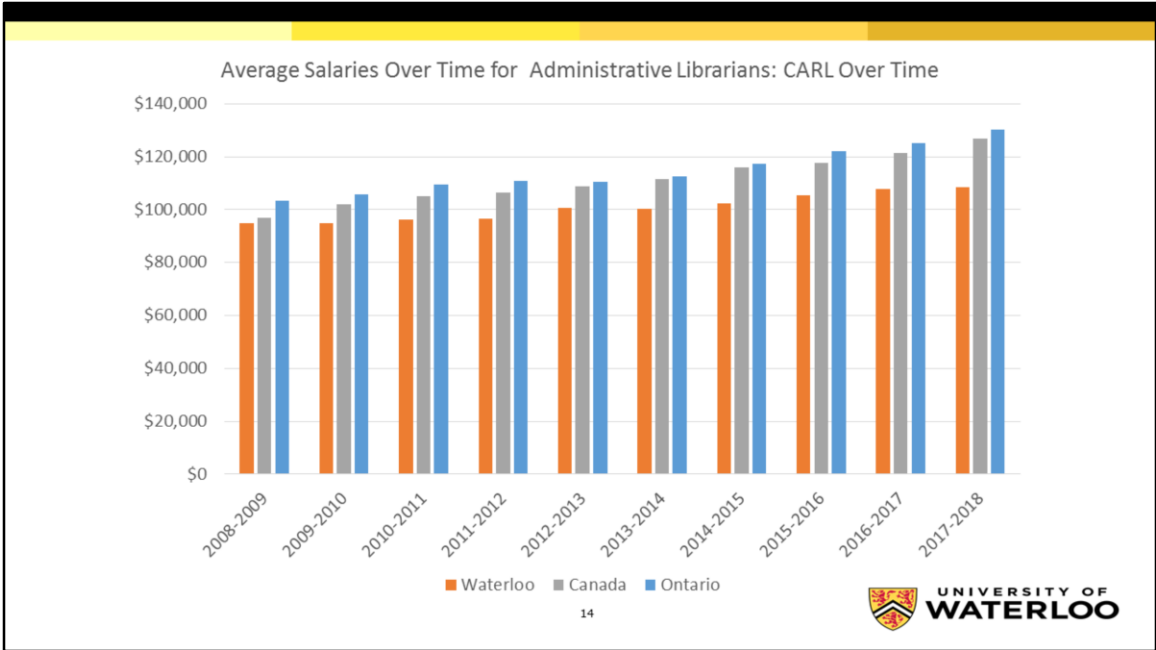
- Waterloo is near or in the bottom quarter when looking at average salaries for comparable institutions.
- Is this an ongoing trend?



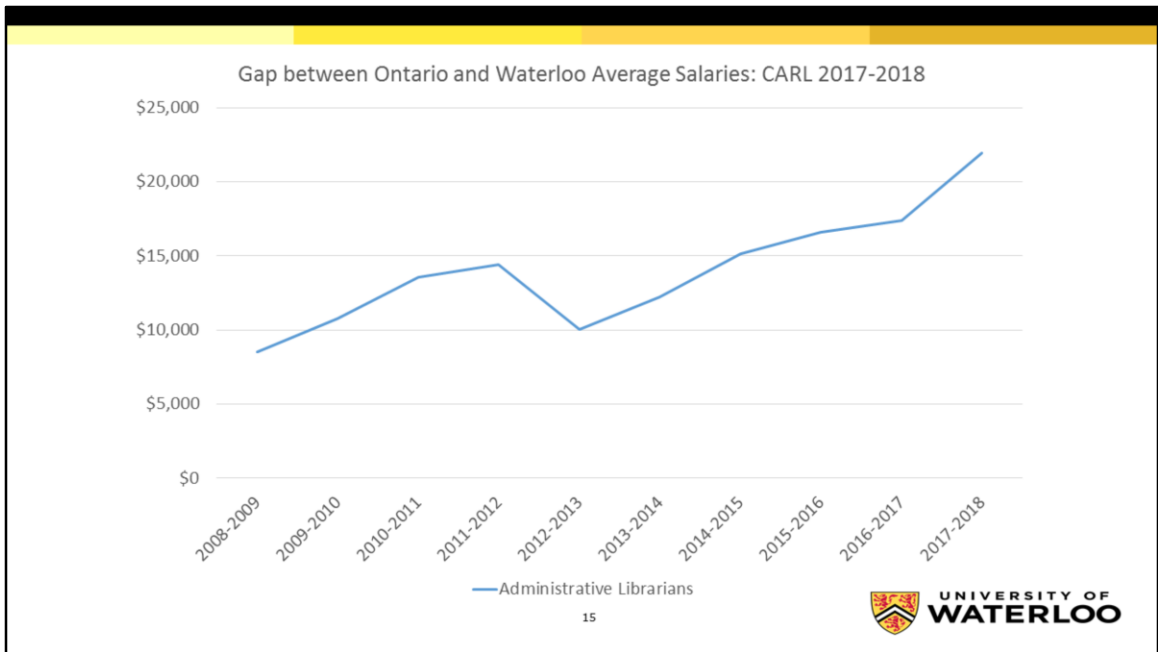
- Waterloo’s lower than average average salary has been a trend since at least 2008, for both non-administrative librarians and administrative librarians.



- The difference between Waterloo’s average salary and others’ average salaries is growing.
- This shows the Waterloo-Ontario gap for non-administrative librarians seen on the previous slide.



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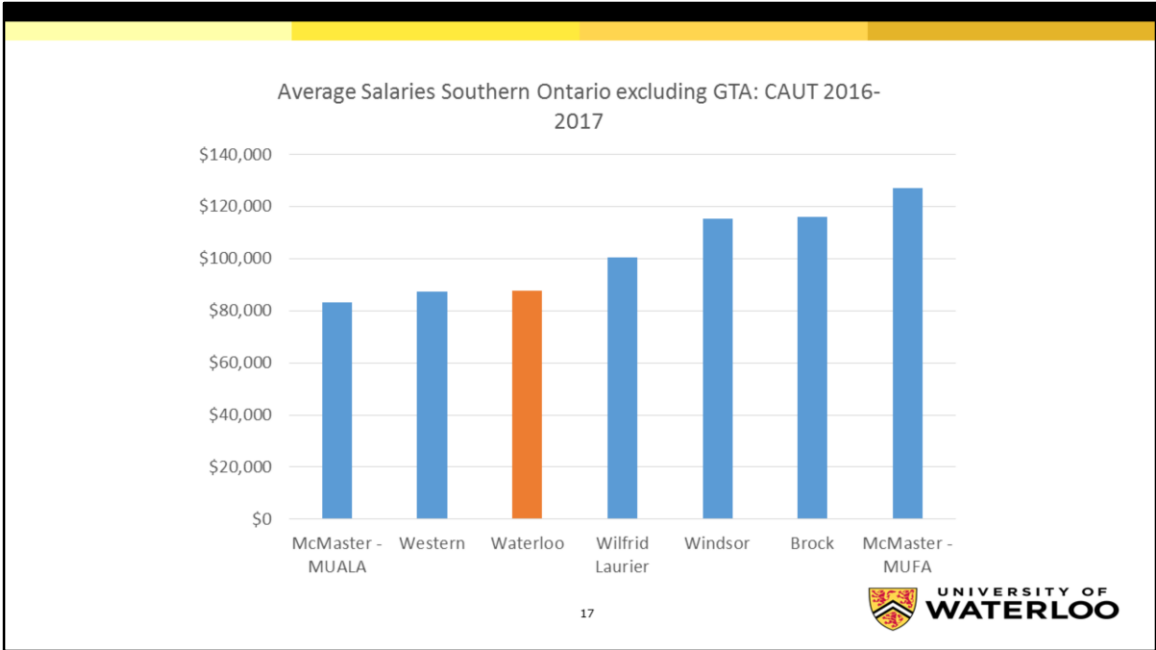
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Average Salaries by Geography

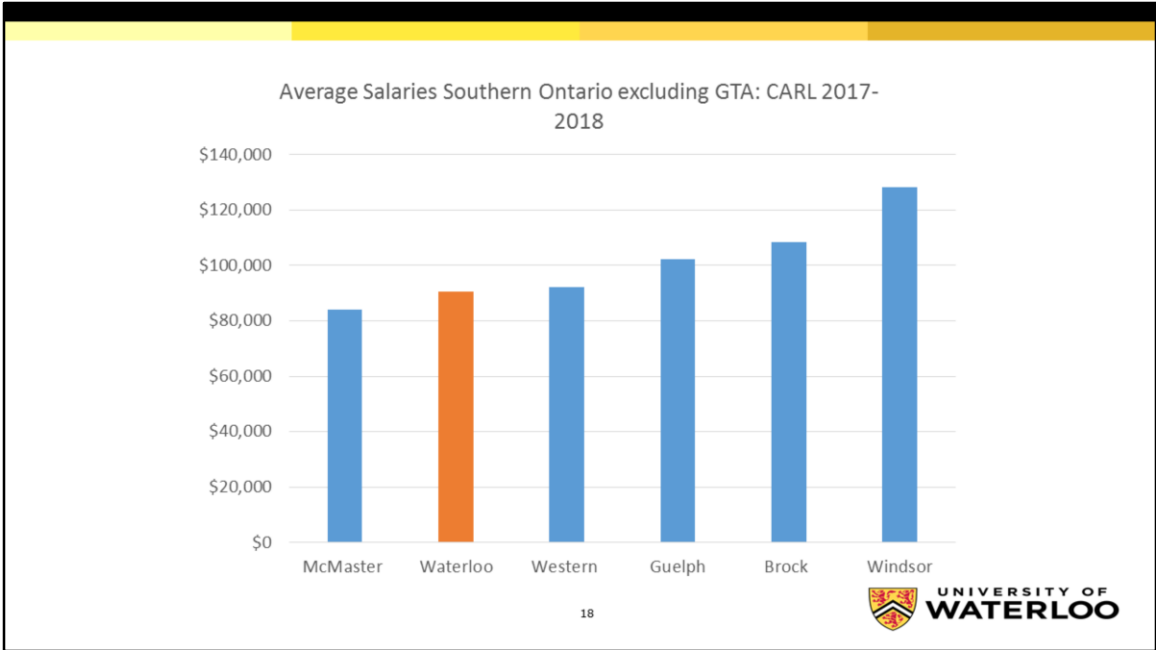
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- Waterloo is near or in the bottom quarter when looking at average salaries for comparable institutions.
- This an ongoing trend.
- Why?
- The location of an institution is one possible reason why average salaries may differ.



- Guelph average salary data not available from CAUT this year.
- Waterloo’s average salary is about \$10 000 less than Laurier.
- Waterloo is closer to average when focusing on these local comparators.
- Although Waterloo is still about \$15 000 less than the average of these local comparators.



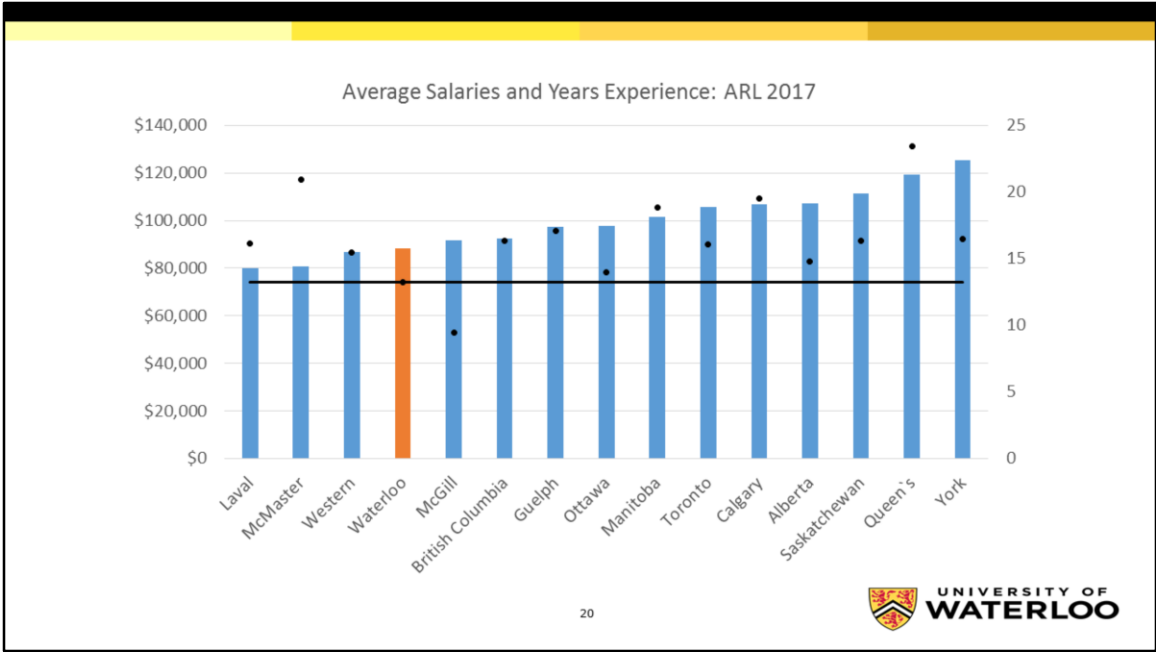
- Unfortunately, Laurier is not part of CARL, so their data is not available here.
- Waterloo’s average salary is about \$12 000 less than Guelph.
- Waterloo is closer to average when focusing on these local comparators.
- Although Waterloo is still about \$10 000 less than the average of these local comparators.

Average Salaries by Years Experience

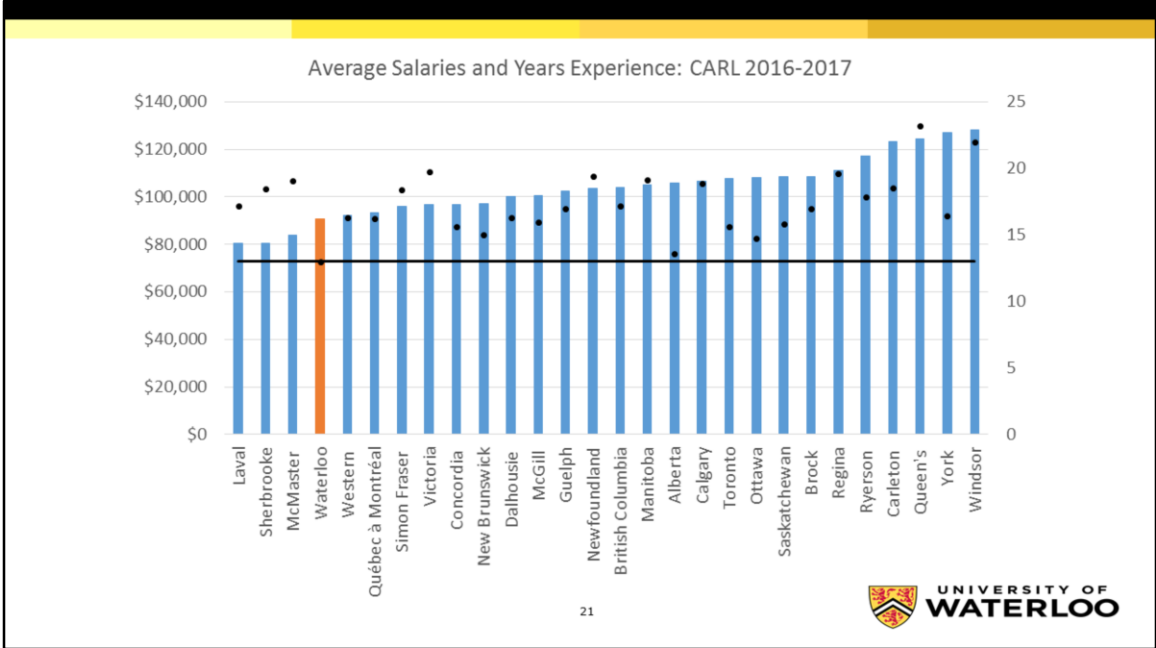
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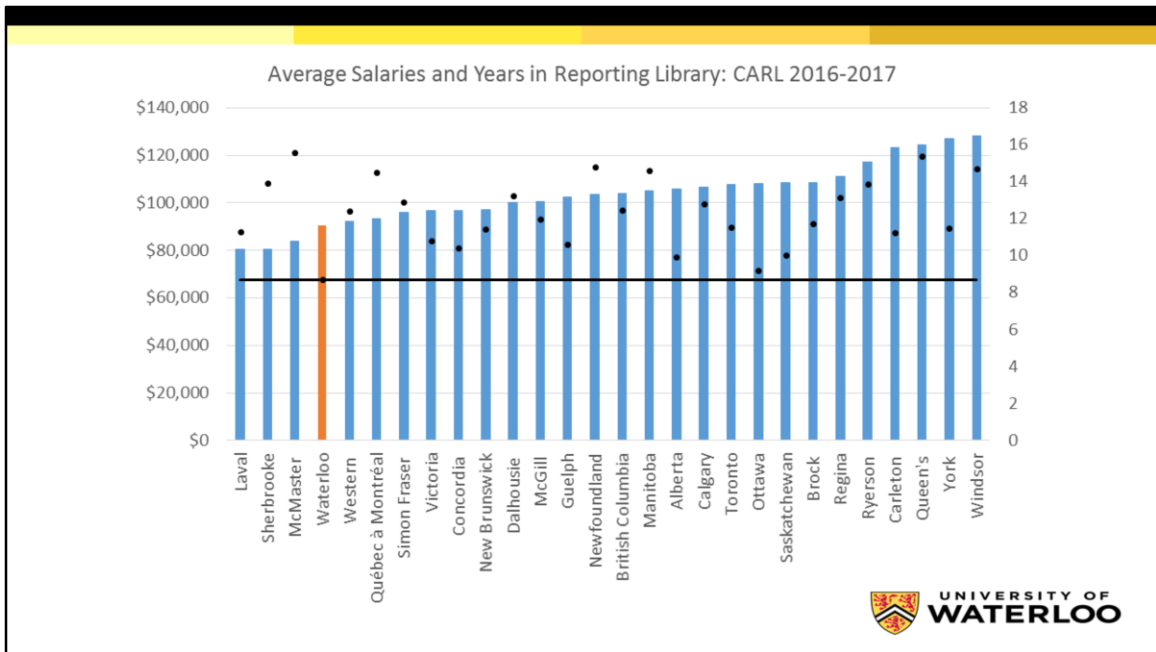
- Waterloo is near or in the bottom quarter when looking at average salaries for comparable institutions.
- This an ongoing trend.
- Why?
- Geography may be part of the explanation for Waterloo's lower than average salaries.
 - Waterloo is closer to the average when only looking at southern Ontario (excluding the GTA).
 - Is the gap of \$10 000/\$12 000 between Waterloo and Laurier/Guelph significant?
- Years experiance of librarians at an institution is one possible reason why average salaries may differ.



- Waterloo’s average is shown across the chart for comparison.
- Waterloo has a lower average salary as well as lower average years experience.



- No data for Université de Montréal.
- Waterloo's average is shown across the chart for comparison.
- Again, this data shows that Waterloo has a lower average salary as well as lower average years experience.



- Average years experience in reporting institution= average years of experience at their current library
- No data for Université de Montréal.
- Waterloo's average is shown across the chart for comparison.
- This data shows that Waterloo has a lower average salary as well as lower average years at reporting library
 - This measurement of years tells the same story as the years experience on the previous two slides.

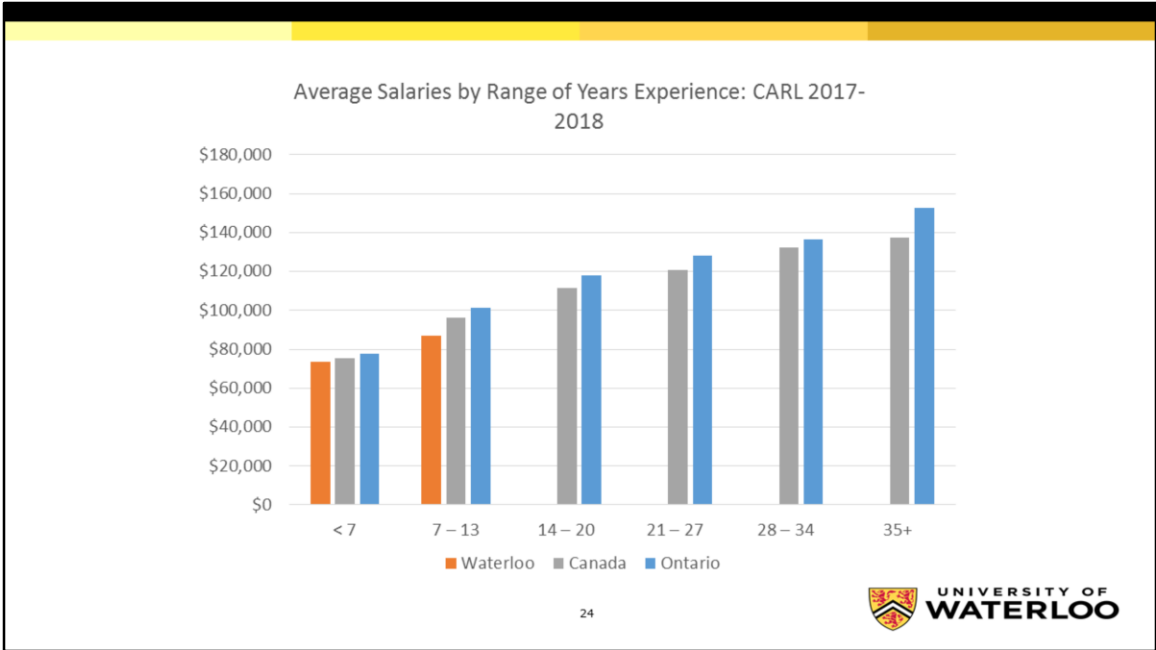
Problems with Years Experience

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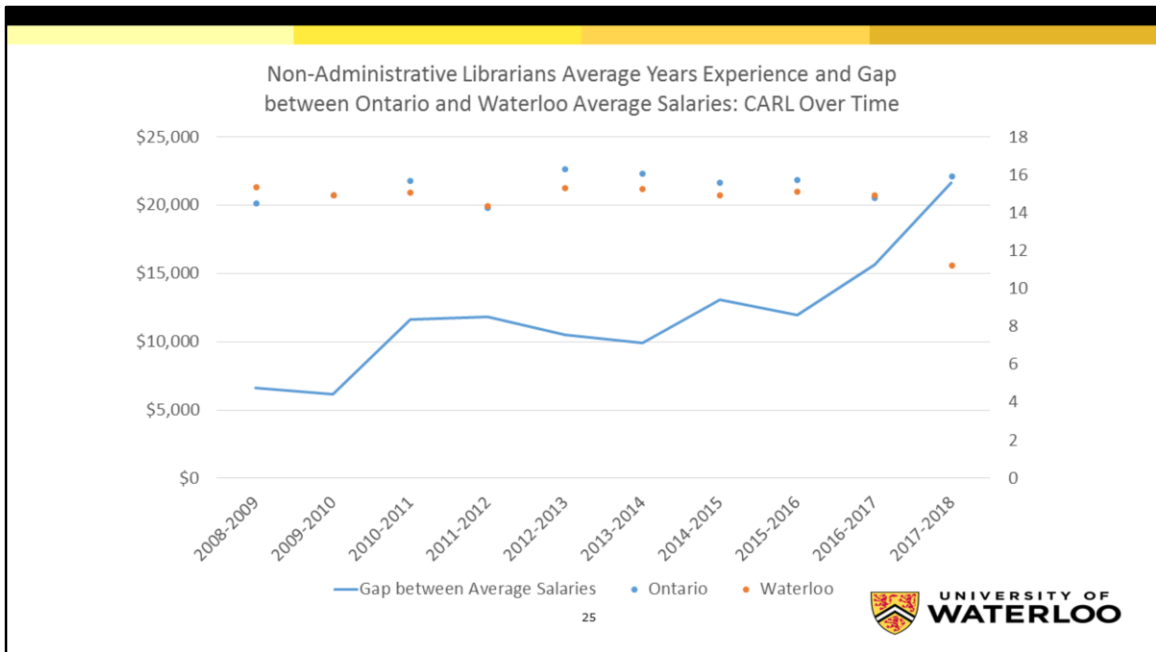


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- Years experiance of librarians at an institution is one possible reason why average salaries may differ.
 - Although, we have seen that while some institutions have low years experience paired with low average salary (and some have high years experience paired with high average salary), others have low years experience paired with high average salary, or have high years experience

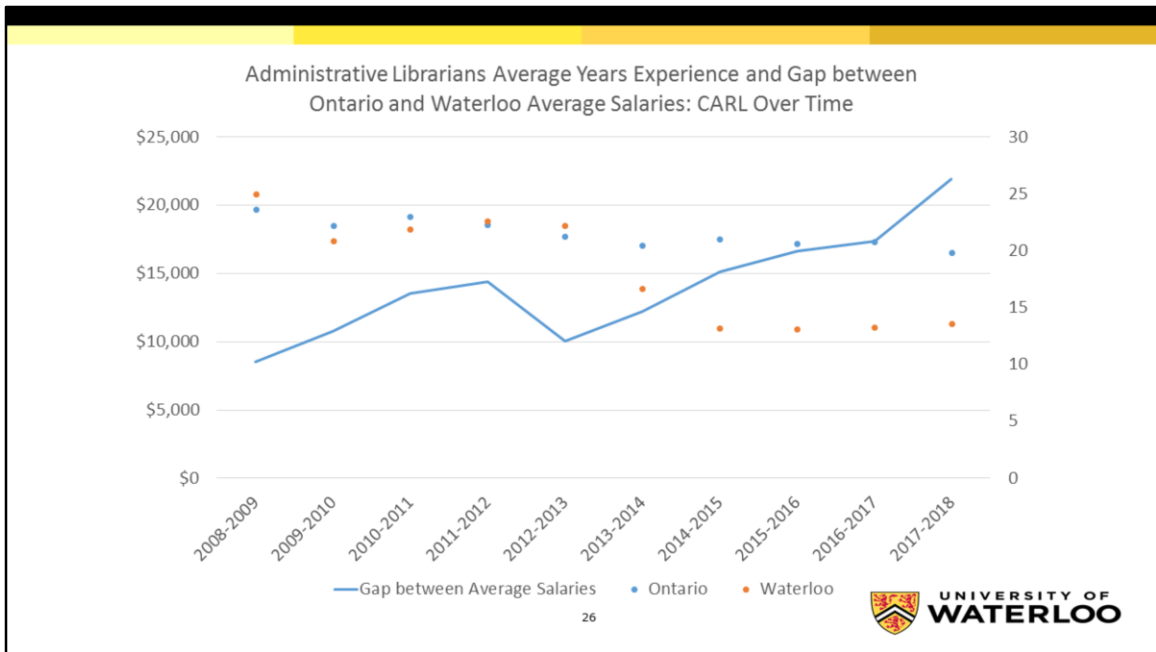
paired with low average salary.



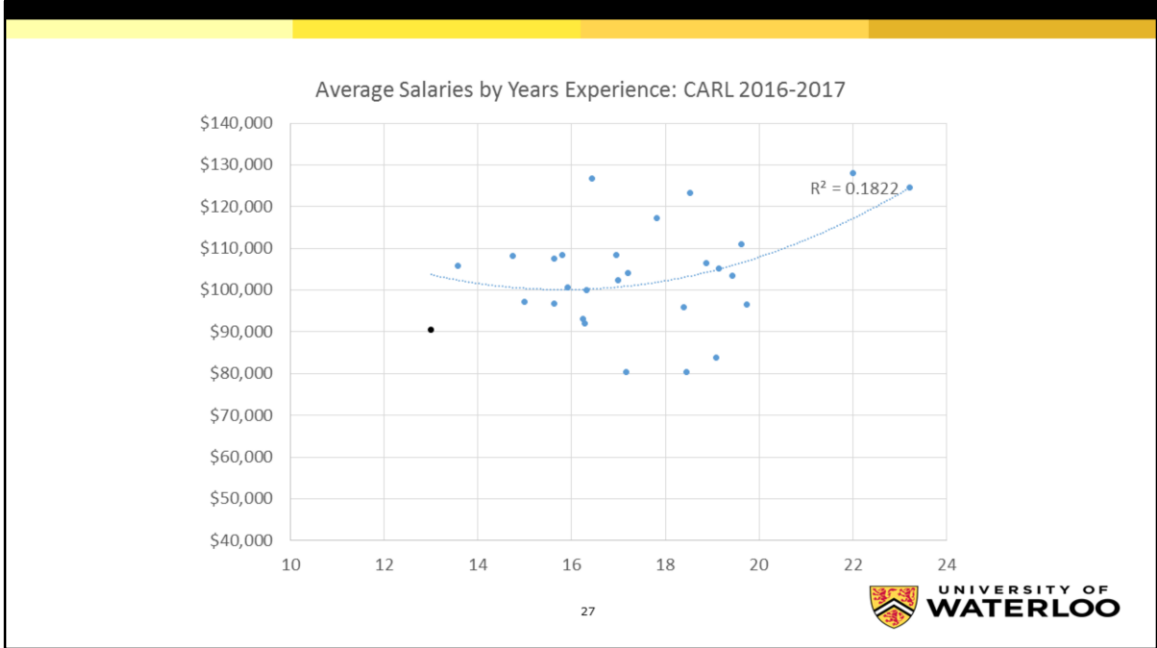
- In previous years, it was possible to dig a little deeper into years experience to learn more.
- Not this year: missing too much Waterloo data to be useful (not enough librarians in these categories).



- For non-administrative librarians only.
- This shows the gap between Ontario’s and Waterloo’s average salaries.
- The gap between average salaries has doubled since 2013, but the difference in years experience was close until last year.

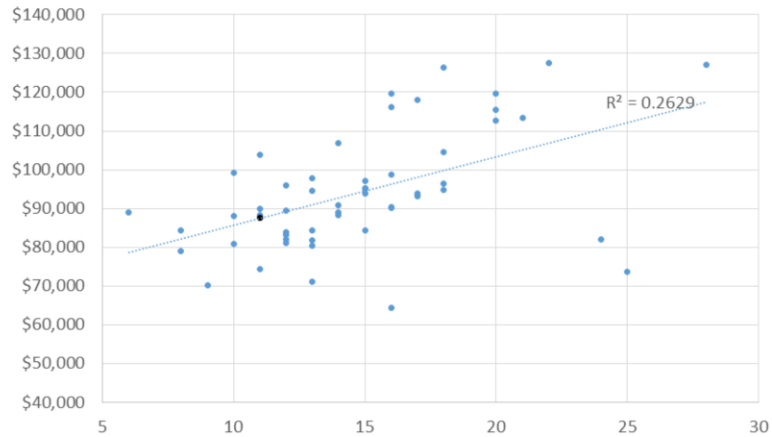


- For administrative librarians only.
- This shows the gap between Ontario’s and Waterloo’s average salaries.
- Although the difference in years experience is large for Ontario and Waterloo, this difference has been similar since 2014-2015.
- However, the gap between average salaries has gone up by about \$6 000 since 2014-2015.



- Waterloo is noted in black.
- Is years experience a good indicator of salary in the Canadian academic library context?
- If average salary increased in a similar way as average years experience increased, the line of best fit would be linear.
- If average years experience was a good predictor of average salary, the line of best fit would have a stronger correlation (>50%, rather than 18% which is what we're seeing).

Average Salaries by Average Years as an Academic Librarian:
CAUT 2016-2017



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- Waterloo is noted in black.
- Is years experience a good indicator of salary in the Canadian academic library context?
- Linear fits better with more schools, but still only 26%. This is still not a strong correlation.
- Years of experience is not a good predictor of salary between institutions. Individual data at each institution would be needed to make any further claims (may correlate strongly for each set of salaries and years experiences within each institution).

Pay Scales

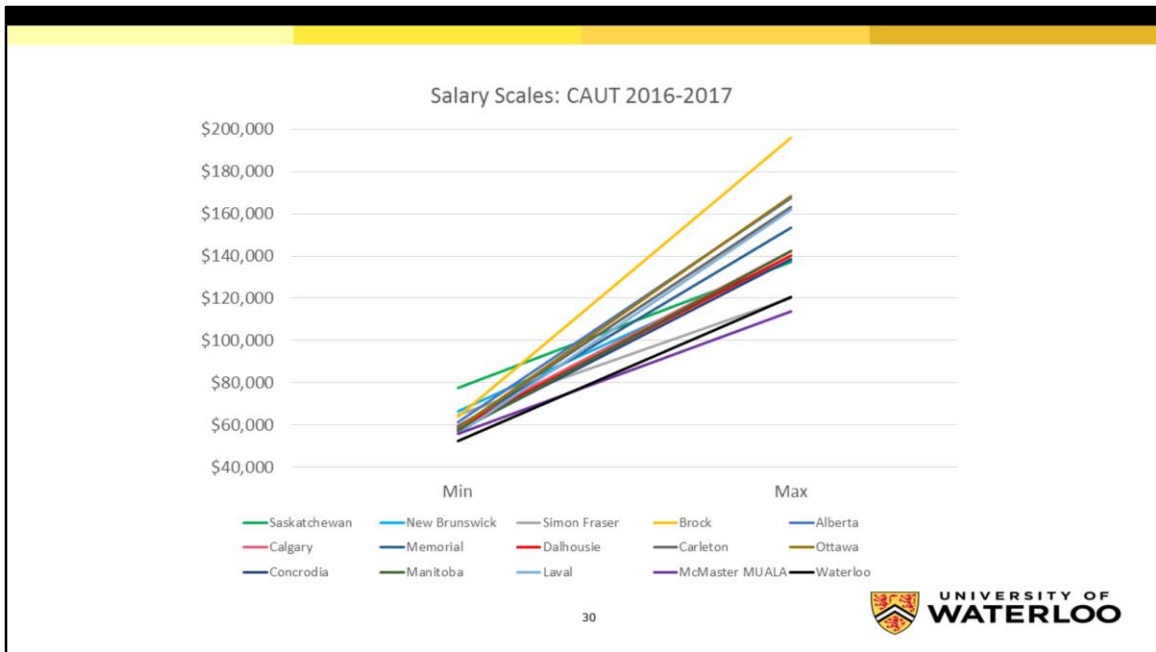
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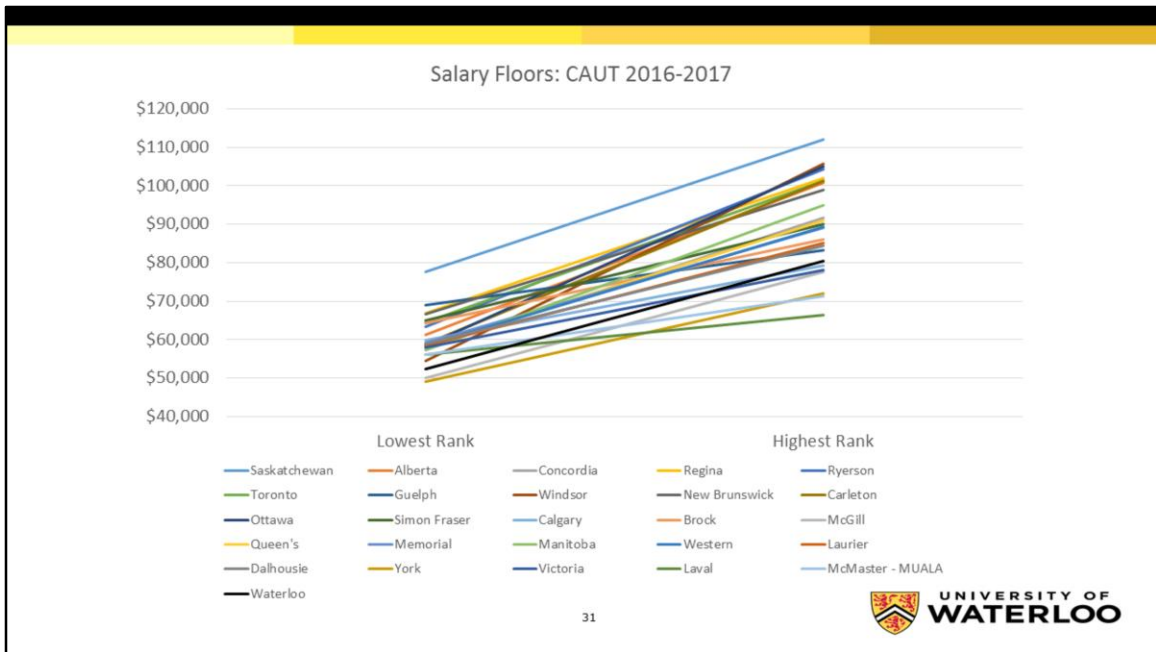
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- This an ongoing trend.
- Why?
- Geography may be part of the explanation for Waterloo's lower than average salaries.
 - Waterloo is closer to the average when only looking at southern Ontario (excluding the GTA).
 - Is the gap of \$10 000/\$12 000 between Waterloo and Laurier/Guelph significant?
- Years experience is another obvious reason why one average salary may be different than another.
 - There does not seem to be a strong correlation between years of experience and average salary when comparing between institutions.
 - Hypotheses:
 - Individual data at one institution would show a strong correlation

between years of experience and salary.

- This is not possible to test without asking for individual employee salaries and years experience.
- It difficult to compare averages across institutions because each has a different structure for remuneration.
 - In addition to average salaries, we can look at compensation by comparing salary structures between institutions.



- Waterloo is in black.
- This information was not available for many institutions, decided to include CARL and U15 institutions where possible.
- CAUT data classifies senior administrator salaries as out of scope.
- Minimum is the floor for the lowest Librarian rank. (Waterloo: L1=USG 8; 80% job value)
- Maximum is the ceiling for the highest Librarian rank. (Waterloo: L6=USG 13; 120% job value)
- This is what is possible, not necessarily what is happening.
- The average minimum is \$60 591; \$8 256 higher than Waterloo's
 - Waterloo's minimum is the lowest.
- The average maximum is \$146 972; \$26 353 higher than Waterloo's
 - Waterloo's maximum is tied for the second lowest with Simon Fraser (McMaster MUALA is has the lowest maximum).



- Waterloo is in black.
- This information was not available for many institutions, decided to include CARL and U15 institutions where possible (added in Laurier).
- Many institutions did not have ceilings, so this compares only the floors for lowest and highest librarian ranks.
 - The lowest Librarian rank's minimum floor. (Waterloo: L1=USG 8; 80% job value)
 - The highest Librarian rank's minimum floor. (Waterloo: L6=USG 13; 80% job value)
- This is the minimum, not necessarily what is happening.
- For all of the minimums at the lowest rank, the average is \$59 958. That is \$7 623 higher than Waterloo's.
 - McGill and York have minimums below us (at lowest rank).
- For all of the minimums at the highest rank, the average is \$90 044. That is \$9 632 higher than Waterloo's.
 - Calgary, Victoria, McGill, York, McMaster MUALA, and Laval have

minimums below us (at highest rank).

Other Interesting Points

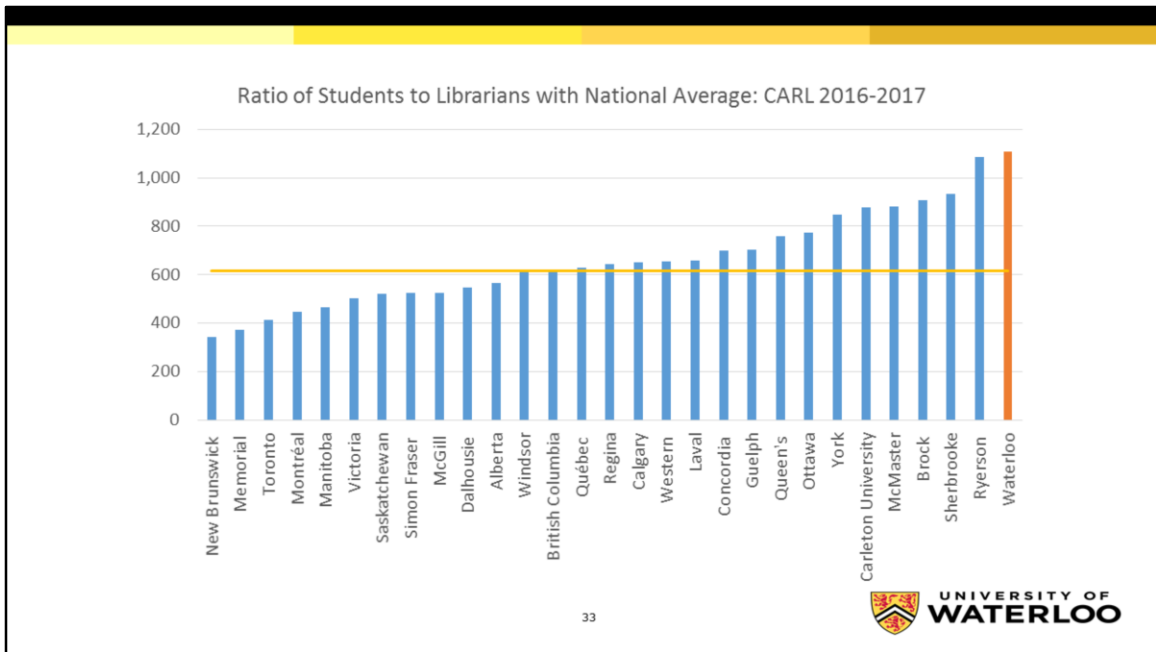
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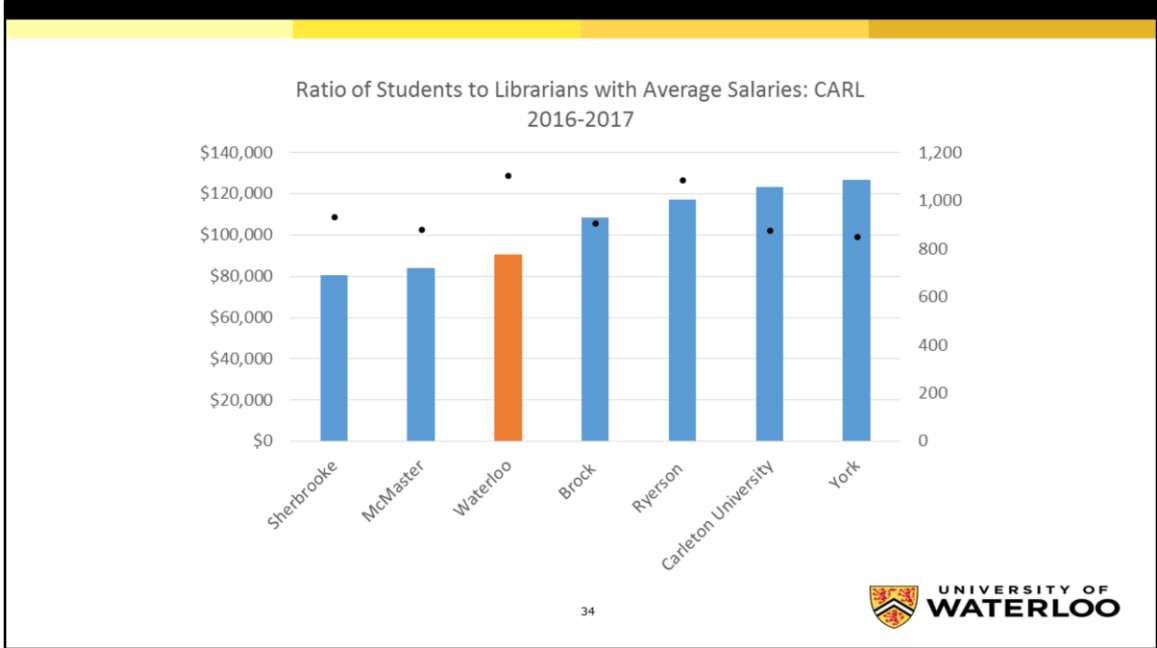
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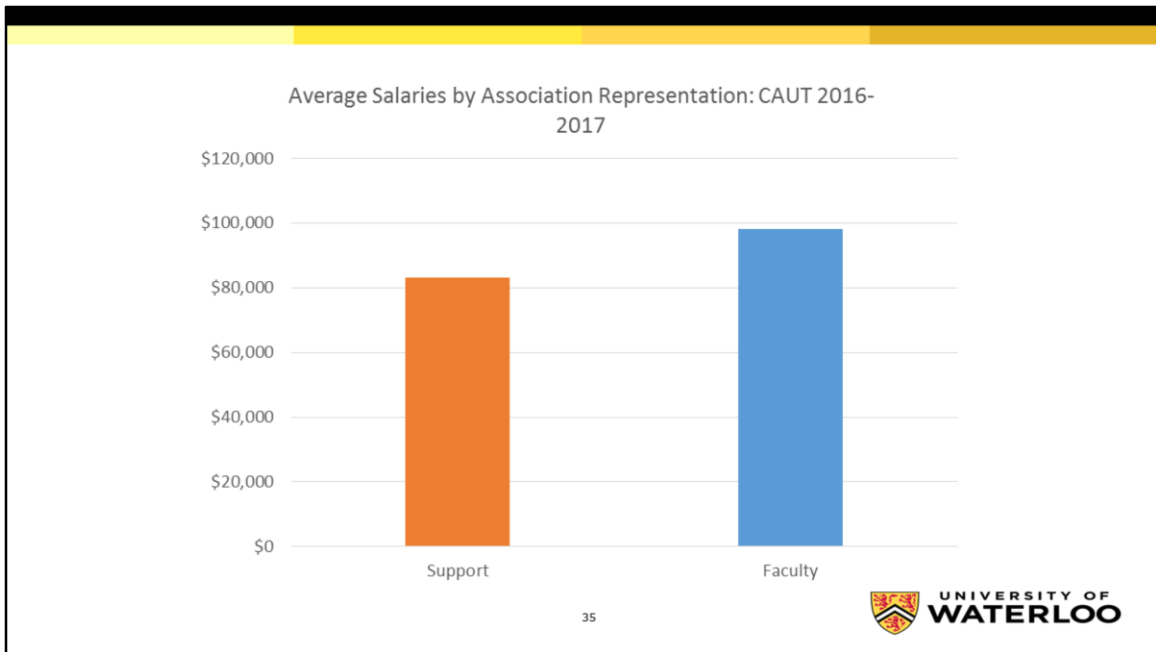
- This is not possible to test without asking for individual employee salaries and years experience.
- It difficult to compare averages across institutions because each has a different structure for remuneration.
 - In addition to average salaries, we can look at compensation by comparing salary structures between institutions.
- Working within this salary structure, even if Waterloo's average years of experience increases over time, would Waterloo's average salary increase to match average salaries at comparable institutions?
- When comparing full salary scales:
 - Waterloo's minimum is the lowest.
 - Waterloo's maximum is tied for the second lowest.
- When comparing salary floors:
 - All institutions with floor data: For all of the highest minimums, the average is \$90 044. That is \$9 632 higher than Waterloo's.
 - Institutions with floor data and not ceiling data: For all of the highest minimums, the average is \$ 89 149. That is \$8 737 higher than Waterloo's.
- Is there a reason for Waterloo's lower than average salary structure?



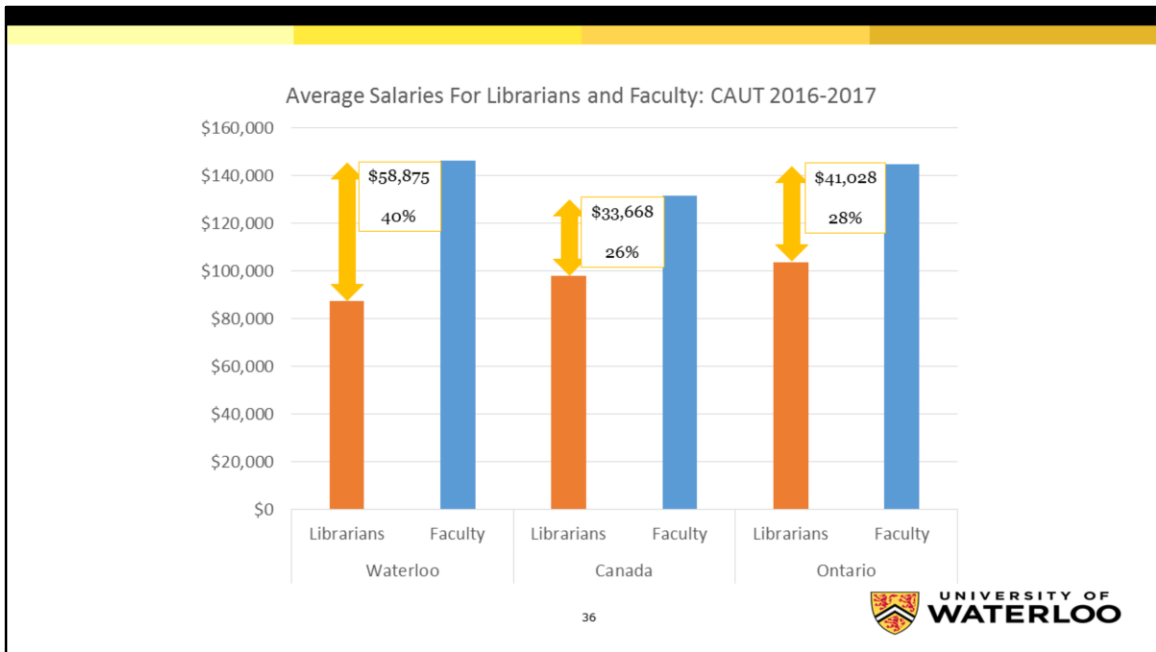
- The national average ratio is show across the chart.
- In 2015-2016 Waterloo’s ratio was 1090.5 (and Ryerson’s was larger at 1163.5).
- In 2016-2017 Waterloo was at 1107.3. This is almost twice the average of 615.
- Waterloo librarians having an easier workload is likely not the reason for Waterloo’s lower than average salary structure. It is not possible to conclude from this data that Waterloo librarians work more/harder, only that this provides no evidence that Waterloo librarians work less.



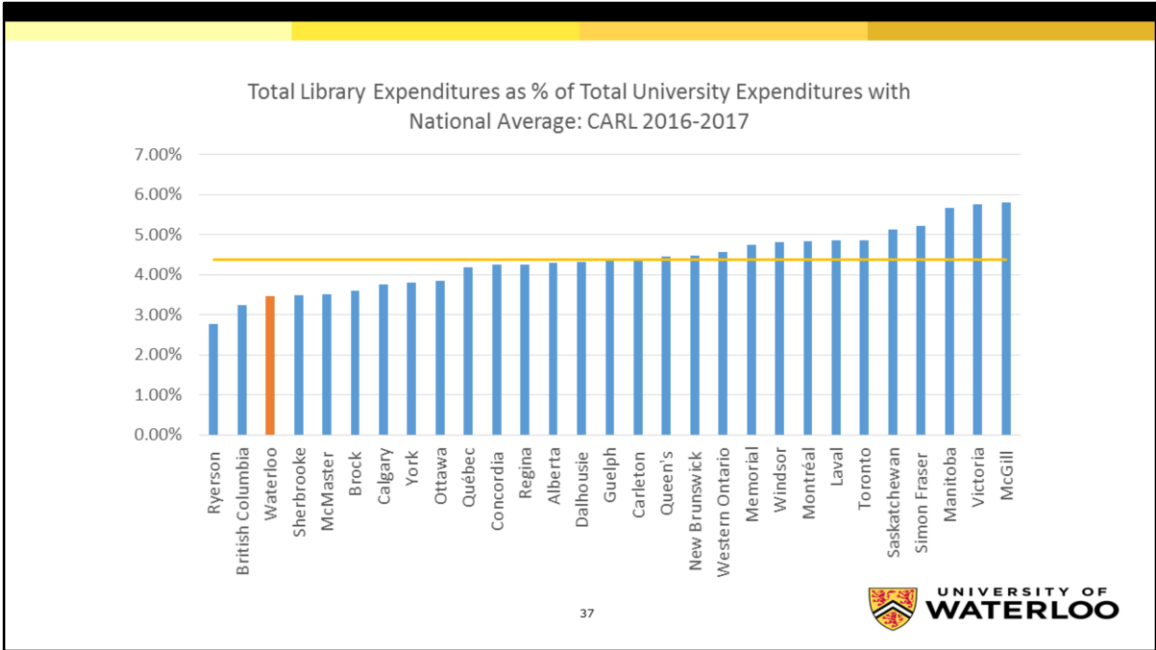
- This compares the average salaries for institutions with ratios of students to librarians that are at or above 800.
- This does not explain Waterloo's lower average salary.
- This does not show that there is a clear, strong relationship between ratios of students to librarians and average salaries.



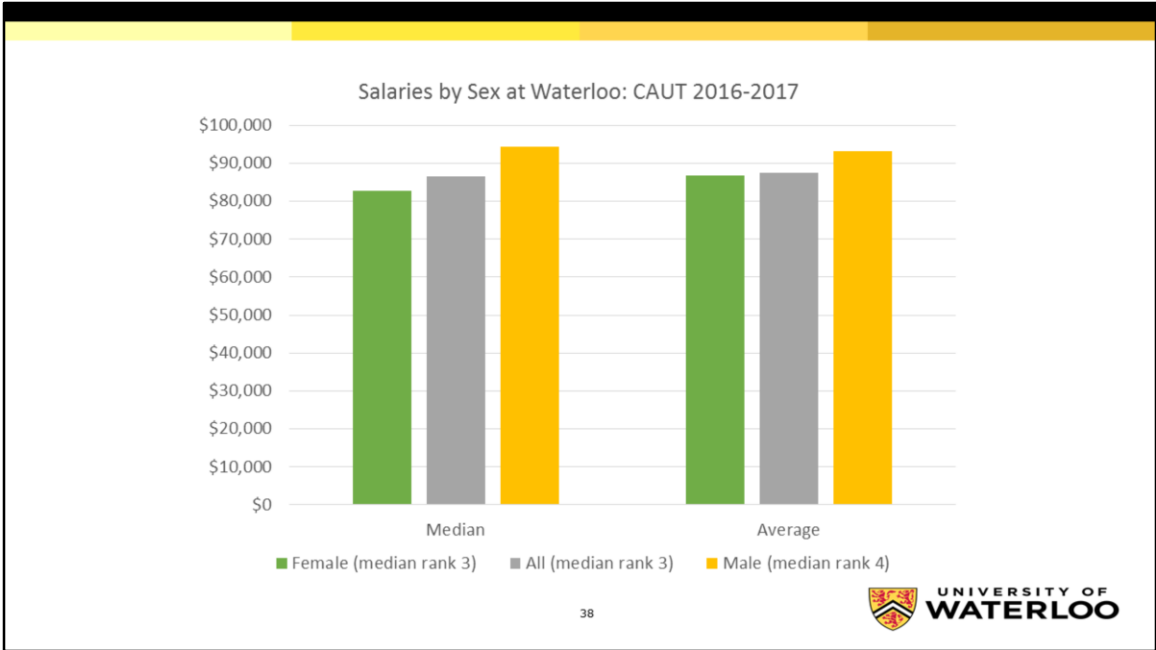
- What association represents Librarians?
 - None: Huron (UWO) (no CAUT average salary data), Moncton (Shippagan) (no CAUT average salary data), Nipissing, UOIT (no CAUT average salary data). This data is not reliable because so much is missing.
 - Support: Kings College (UWO) (no CAUT average salary data), Laval, OCAD, Royal Military College, Waterloo
 - Librarian: McMaster (MUALA). This data isn't great because there is only one institution.
 - Faculty: Every other University in CAUT
- Is this \$15 000 gap significant?
- There may be a correlation between what association represents librarians and average salary. It is not possible to conclude from this data that association representation has an effect on average salary.



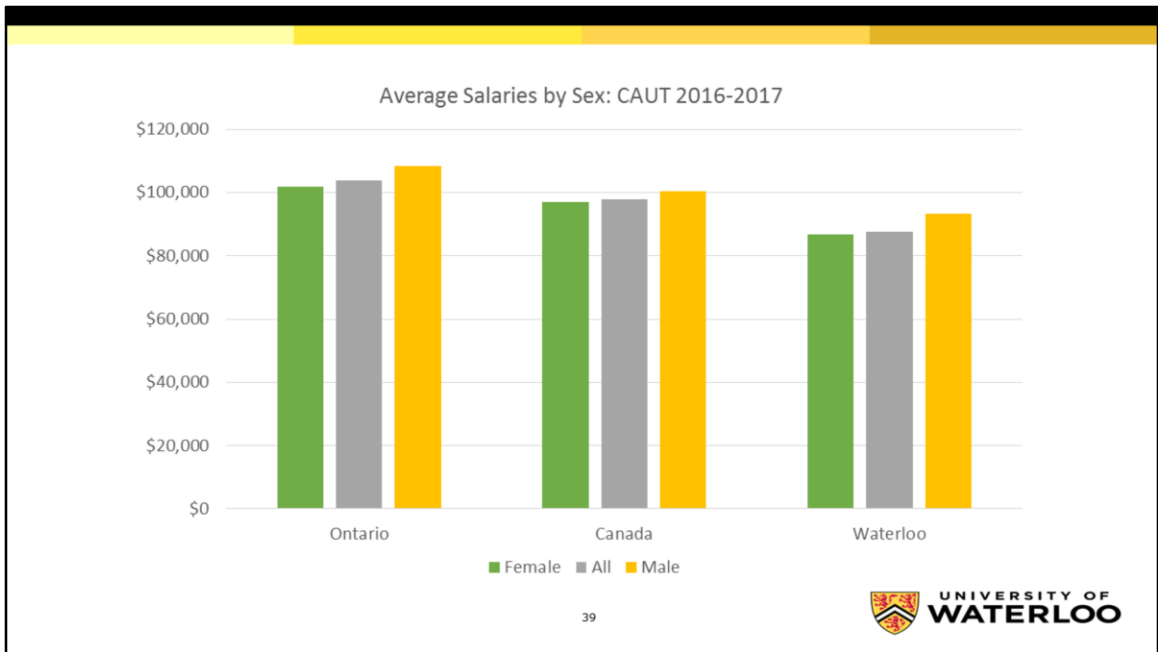
- Comparison between the gaps between librarian and faculty average salaries.
- Read 'faculty' as full time university teachers, all ranks (associate, assistant, etc.) combined.
- Waterloo faculty have a higher than average average salary; Waterloo librarians have a lower than average average salary.
- Is it significant that Waterloo's gap is about \$25 000/14% larger than Canada's gap? \$18 000/12% larger than Ontario's gap?



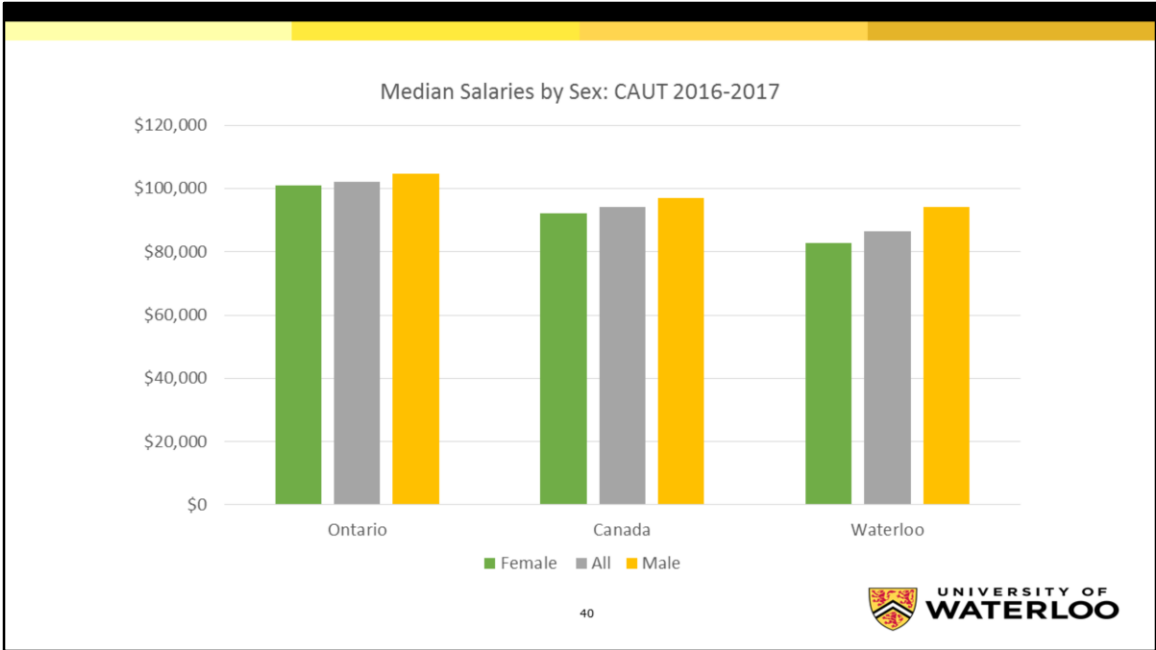
- The national average ratio is show across the chart.
- Total library expenditures includes materials, staffing, and other.
- In 2015-2016 Waterloo’s % was 3.43.
- In 2016-2017 Waterloo was at 3.46%. This is almost one percentage point less than the average of 4.38%.



- Outliers have a greater influence on the average. All and male are within 1000 between median and average (no outliers); about 4000 between median and average for female, so likely one higher female salary outlier.



- These difference are also seen in Ontario and Canadian averages and means. The M-F gaps are \$6596 (Ontario), \$6380 (Canada), \$6449 (Waterloo).
- Are these differences meaningful?



- Median does not show a different trend, except that the M-F at Waterloo is \$11503 (the Waterloo average for women was higher because of that female outlier).

Conclusions

- Waterloo is near or in the bottom quarter when looking at average salaries for comparable institutions. This an ongoing trend.
- Geography
 - Waterloo is closer to the average when only looking at southern Ontario.
 - However, there is still a gap of \$10 000/\$12 000 between Waterloo and Laurier/Guelph.
- Years of Experience
 - There does not seem to be a strong correlation between average years of experience and average salary when comparing institutions' averages.
- Salary Structure
 - Waterloo's salary scale minimum is the lowest.
 - Waterloo's salary scale maximum is tied for the second lowest.
 - Waterloo's highest salary floor is \$9 632 lower than the average highest salary floor.

All of these influence our average salary – the explanation isn't just in one place.

2018/19 LAUW President's Report

Overview

The focus of activities and discussions among the LAUW Executive during 2018/19 was:

LAUW Membership

This year we welcomed the following new members to LAUW:

- Jordan Hale, Digital Repositories Librarian
- Johanna Whitson, Head of Cataloguing and Metadata Services
- Victoria Chu, Associate University Librarian, Learning, Research & User Services
- Lauren Doyle, Liaison Librarian, Porter ISR (contract)
- Dave Gall, Head of Collection Development

LAUW said goodbye to Ian Robson who accepted a position as Head of Information Resources at Queen's University.

LAUW Programs

Our programs have evolved with the continual renewal of the LAUW Executive and membership base. This year our Programs Committee Chair, Lauren Byl, hosted a LAUW Talk once again, a social event, several welcome dinners and coordinated with Caitlin Carter to provide an UWScholar workshop, helping our librarians to enhance their research profiles. As an extension of the past Librarian2Librarian program, Lauren has been exploring how we might evolve this support network to better serve our members. Following consultations with our members, she is developing a way for librarians and archivists to reach out to each other on professional matters. More information can be found on the [LAUW website](#).

LAUW Constitution Amendments

At the 2017 LAUW AGM, some amendments to the constitution failed to pass. It was determined that they failed to pass due to the lack of consultation among members. Over the course of the 2018/19 term, Rebecca Hutchinson, Compensation Committee Chair, Evan Schilling, Treasurer, and Danielle Robichaud, Equity Committee Representative, have made a significant effort to develop proposed changes; provide opportunities for members to consult on these proposed changes; and prepare them to bring forward at the 2019 LAUW AGM.

Advocacy

As Shannon Gordon stated in her 2017 president's report, "The LAUW Constitution identifies one purpose of LAUW as being to "Promote the welfare of professional librarians at the University of Waterloo". For this reason, the LAUW Executive explores, and advocates for, issues identified by LAUW membership." The following have been monitored by the LAUW Executive this past year:

Academic Status

The LAUW Executive met with the Library Executive to discuss the topic of Academic Status. The outcome of this meeting was the recommendation that LAUW explore the models of academic status in comparator institutions and continue to work with the Library Executive to openly identify concerns and improvements to issues related to professional librarians and archivists.

LEH Review

LAUW Executive has been keeping informed on the progress of the LEH revisions and the Exec members have attended all of the consultations that have occurred in the past year. We thank our members Jane Forgay, Sandra Keys, Danielle Robichaud and Lauren Byl for their continued work on this.

Performance Appraisals

LAUW Executive monitored the changes in the performance appraisal process that were implemented during the 2018 review year. We also encourage our members to actively engage in any consultation and review opportunities available. Members were also invited to bring concerns to the LAUW Executive members.

Policy 33 – Ethical Behaviour

Librarians and archivists at Waterloo are concerned about the impact of the Policy 33 on their academic freedom. LAUW Executive members and individual members of LAUW have reached out to the members of the policy review committee to express how librarians and archivists may be impacted. Primarily these concerns pertain to how the policy may be interpreted and if our professional activities fall under the academic activities as currently outlined. LAUW Executive continues to monitor the progress of this policy revision.

Policy 73 – Intellectual Property Review

Beth Namachchivaya requested that Lauren Byl, Copyright and Licensing Librarian, represent the library during the review of this policy. LAUW Exec continues to invite updates to monitor the progress of this policy revision.

Equity Committee Representative

The Equity Committee Representative continues to receive LAUW Executive emails. Additionally, they are now invited to all meetings unless otherwise informed. They are not a voting member of the LAUW Executive.

LAUW Website

It was time for a new website. The old site was encountering issues with the host WordPress, as well as the need for a more sustainable repository was identified. LAUW Exec also chose to align their site more closely with that of FAUW. Thanks goes to Caitlin Carter, Secretary, for her help with migrating content and the quality assurance assessment.

The new site can be accessed: <https://uwaterloo.ca/librarians-association/>

LAUW Executive files will be stored on a restricted SharePoint site.

Thank you

Thank you to all the members of the LAUW Executive for the passion and support they provide to our membership. Thank you Agnes Zientarska-Kayko, Past President; Caitlin Carter, Secretary; Sarah Brown, FAUW Representative; Evan Schilling, Treasurer; Rebecca Hutchinson, Compensation Chair; Lauren Byl, Programs Chair; and Danielle Robichaud, Equity Committee.

All the best to the 2019/2020 LAUW Executive.

Submitted by Laura Bredahl, LAUW President 2018/2019

2018-2019 LAUW Programs Committee Chair Report

Thanks to all of you who supported LAUW programs this year. Programs Members are encouraged to send ideas for future programs to the Programs Committee Chair.

Celebrations

LAUW Celebrations provide an opportunity for new librarians and archivists to meet their colleagues, and enjoy a good meal. In the 2018-2019 year we welcomed:

- Jordan Hale, Digital Repositories Librarian
- Johanna Whitson, Head, Metadata & Cataloguing Services
- Victoria Chu, Associate University Librarian, Learning, Research and User Services

Planning is underway for the welcome celebration for Dave Gall, Head Collection Development.

Social Events

In the past, LAUW has focused programs attention on welcome dinners and talks and workshops related to professional development. As a change of pace, this year one social event was planned:

September 29, 2019: [A walk in the park](#)

Members were invited to walk through the RIM Park section of the Walter Bean Grand River Trail.

Professional Development Events: Talks & Workshops

This year LAUW hosted two professional development focused events:

March 5, 2019: [Tom Eadie and the History of Librarians at Waterloo](#)

Tom Eadie, former Head of Reference Services at Waterloo spoke about the history of academic status organizing across Canada, and connected this to his experience working on similar issues while at Waterloo. Tom explained some of the benefits and challenges of academic status for librarians, having experienced this topic from both sides (librarians/archivists, and administrators).

March 28, 2019: [UW Scholar Profile Workshop](#)

Caitlin Carter delivered a workshop on how to set up a UW Scholar Profile. This session explored the functionality of UW Scholar, and went through the ins and outs of setting up a profile; members were invited to stay and work on their profile.

Support Network

A consultation about mentoring and support was held in November. A number of members shared their perspectives on what kind of program might be helpful. Group members discussed the kind of support they thought they could provide, and the kind of support they might want from others. We discussed the opportunities and challenges of mentorship relationships, and discussed how we could implement something less formal. A survey was sent out and 11 people responded. None of the respondents

indicated they wouldn't use a support network (7 yes, 4 maybe). Ten people indicated they'd be willing to be listed in the network. The Support Network Inventory has been set up on [SharePoint](#), and members can have their names listed by filling out the [LAUW Support Network form](#). The form asks for your name, the topics with which you are willing to help, and a brief description of yourself.

Recommendations for next year

It is recommended that LAUW continue pursuing social events. These events can be additional opportunities for members to get to know one another in an informal setting, as well as a way to relax and have fun with our colleagues. As an example, exploring a summer picnic for members and their families to attend might be one way to boost the social component of LAUW programs.

Another recommendation is to hold an event where librarians and archivists can share what they've been working on, or ideas they are exploring. Previously LAUW has held a Think Tank, and there was another suggestion to hold an internal conference. Combining these two ideas would allow librarians and archivists to learn from others' work and build on ideas. Previous LAUW programs chairs have reported that the LAUW Think Tank was a valuable exercise.

2018 – 2019 LAUW Treasurer’s Report

Membership

This year a total of 35 staff were eligible for LAUW membership, of which 28 paid. The difference includes 5 complimentary memberships, 1 on leave for the year and 1 uninterested in joining at this time.

Again this year, LAUW offered e-mail transfers as a third option for paying dues, on top of cheque and cash options. 15 members opted to use this method to pay their dues this year, a marked increase from previous year’s 9 who paid by e-transfer.

Statements (May 1, 2018 – April 25, 2019)

Expenditures:	\$771.15*
Membership Dues:	\$840.00
Service Charges ¹ :	\$6.00

* This total does not reflect one uncashed check for \$120.35 for catering for the LAUW UW Scholar Retreat on March 28, 2019. Actual expenditures for 2018-2019 are \$891.50.

LAUW Bank Account Balance:

Bank balance (as of April 30, 2018):	\$1,346.02
Bank balance (as of April 25, 2019):	\$1,468.87**
Membership Share Balance:	\$5.00

**The bank balance for 2018-2019 will be \$1,348.52 once all the expenditures have been paid for.

All the invoices, cheques, receipts, bank transaction records, and printouts are available from the Treasurer.

Submitted April 25, 2019
Evan Schilling
LAUW Treasurer, 2018-2019

¹ \$0.75 per cheque

2018/2019 FAUW Representative Report

LAUW AGM May 13, 2019

Overview

My first year serving as FAUW (Faculty Association of the University of Waterloo) representative on behalf of LAUW has been tremendously eye opening and informative. This role has given me an opportunity to gain insight into campus-wide activities and understanding the interests of faculty more generally. The duties of this role include:

- Attending regular FAUW meetings as a non-voting member of the FAUW board.
- Act as a liaison between FAUW directors and LAUW exec/members
- Monitoring CAUT email alias and sharing emails widely among members if needed

Summary of Activities

This year, the LAUW president, Laura Bredahl and I met with FAUW President, Bryan Tolson and FAUW's executive manager, Erin Windibank, to discuss LAUW's interest in advocating for the academic status of librarians at the University of Waterloo. LAUW had been investigating status in 2015/2016 but then put investigations on hold, as the search for a new University Librarian was underway and, subsequently, the AUL positions. Now that there is more stability in the leadership of Waterloo Libraries, LAUW has renewed our interest in identifying how we may address academic status in a Waterloo context. FAUW advised in this meeting that their support remains and FAUW would be waiting for LAUW to provide guidance on how we would like to move forward. In the meeting, LAUW was also strongly encouraged to regularly report on LAUW activities and information of interest to librarians at FAUW meetings. This will strengthen the connections between LAUW and FAUW and bring greater awareness to our profession among faculty.

In the fall, FAUW asked LAUW to take action regarding the Fair Copyright Campaign. Lauren Byl, as a member of the University's Copyright Advisory Committee, drafted a brief on behalf of the university outlining recommendations. More details available here: <https://uwaterloo.ca/library/news/university-waterloo-submits-recommendations-copyright-act>

As FAUW rep, I was also given the opportunity to attend FAUW's workshop, *Get Uncomfortable, Do the Work: The Role of Faculty Associations Post-TRC*. This excellent workshop required attendees to create some actionable suggestions that their associations – in my case, LAUW – could take in response to TRC. I look forward to sharing these suggestions with the incoming LAUW Exec.

I've enjoyed working with FAUW this past year and look forward to my second year in this role.

Respectfully submitted,

Sarah Brown

April 26, 2019

AGENDA

Annual General Meeting of the Librarians' Association of the University of Waterloo
Monday May 13, 2019, 12:00 – 2:00pm, DC 1568

* = supplementary reading material

1. Approval of the minutes of the May 4, 2018 LAUW AGM (LMB)
2. Business arising from 2018 AGM (LMB)
 - LEH and the CAUT website
3. Appointment of scrutineers (LMB)
4. Additional agenda items (LMB)
5. Constitution edits (RH) *
6. Nominations to the Executive – “self-nomination” (LMB)
7. Academic status environmental scan working group (LMB)
8. Annual reports
 - President (LMB) *
 - Programs Committee (LB) *
 - FAUW Representative (SB) *
 - Compensation Committee (RH) *
 - Treasurer (ES) *
9. Annual approval of membership fees (ES)
10. Election of Officers and Chairs of Standing Committees for 2019/2020 (SB/SL) *
11. Ideas for 2019/2020

LAUW Nominating Committee 2019 Report

The LAUW Nominating Committee is pleased to present the following slate of candidates for the 2019/2020 LAUW Executive Committee. In accordance with the LAUW constitution, election will be by majority vote at the AGM, following a call for additional nominations from the floor.

President:

Laura Bredahl

Treasurer:

Evan Schilling

Secretary:

Caitlin Carter

Chair, Programs Committee:

Lauren Byl

Chair, Compensation Committee:

Rebecca Hutchinson

Respectfully submitted by the 2019/2020 LAUW Nominating Committee

Sarah Brown and Susan Lancsak

April 29, 2019

Proposed amendments to the LAUW Constitution

To be voted on at the 2019 LAUW AGM

For reference: The LAUW Constitution is available at <https://uwaterloo.ca/librarians-association/about/constitution>

There are two constitutions showing tracked changes to better illustrate the changes/updates. One has the 'updates' the other has 'changes' and we did this simply to keep the tracked changes from being overwhelming.

Some proposed amendments have changed after receiving feedback in March. Please read them closely.

UPDATES

Gender neutral pronouns

Approved at the 2017 AGM; Changes completed

Proposed amendment #1 Archivists

Current wording: "Librarians..."

Proposed wording: "Librarians and Archivists..."

Amendment objective: To be more inclusive of the profession

Note: If approved, minor housekeeping changes to the Constitution text will be necessary.

Proposed amendment #2 Duties of the Officers

Current wording: no mention of CAUT within the FAUW representative's duties

Proposed wording: "Review the CAUT listserv and share relevant emails with all professional librarians."

Amendment objective: To update the duties of the officers.

Note: If approved, a minor housekeeping change to the Constitution text will be necessary.

Proposed amendment #3 Update list of Degrees

Current wording: "library staff member holding a Bachelor of Library Science (BLS), Master of Library Science (MLS), Master of Library and Information Science (MLIS) degree or recognized equivalent degree from an accredited institution and..."

Proposed wording: "...library staff member holding a Master of Library Science (MLS), Master of Library and Information Science (MLIS), Master of Information (MI) degree or recognized equivalent degree from an accredited institution and..."

Amendment objective: An MI degree is much more common than a BLS degree in our experience. Equivalent degrees are still covered.

Note: If approved, a minor housekeeping change to the Constitution text will be necessary.

CHANGES

Proposed amendment #4 Vice President

Current wording: “The Vice-President shall be chosen from among the Chairs of the Standing Committees, at the first meeting of the newly elected Executive Committee. They are only entitled to one vote.”

Proposed wording: “The Vice-President shall normally be chosen from among the voting members of the Executive Committee, at the first meeting of the newly elected Executive Committee. They are only entitled to one vote.”

Amendment objective: To expand the options for selecting a Vice President.

The Vice-President serves as President when the President is absent. Currently, the Vice President is selected from the Committee Chairs. It is recommended that the other elected members are added as options for Vice-President. Specifically, the Past President will have recently completed one on the Executive as President year, and has a knowledge of current workings and issues which is crucial to the work of LAUW. This type of retrospective knowledge may or may not be the case for the Committee Chairs.

It also alleviates the concerns about designating the Past President as Vice President outright (it may not be the will of the membership to reinstate the Past President, or the fact that the Past President may not want the Vice President position). This gives flexibility to the Executive to choose a Vice President that meets their needs.

Add ‘normally’ where appropriate because we cannot foresee all issues. FAUW’s constitution uses ‘normally’ in areas like this.

Note: If approved, a change to the Constitution text will be necessary.

Proposed amendment #5 Two Year Terms

Current wording: “All roles of the Executive Committee, excluding the President and FAUW Representative, shall serve a one-year term.”

Proposed wording: “All roles of the Executive Committee, excluding the President, shall normally serve a two-year term.”

Amendment objective: At the 2018 LAUW AGM, the members asked the 2018-2019 LAUW Executive Committee to investigate changing the LAUW Constitution to specify two-year terms for all officers. It was declared that one year is a fast ramp up and ramp down time, and that two years would give officers more time to learn and grow in their roles. This would also align with FAUW officer and Equity Committee liaison. FAUW Directors service two-year terms.

Add ‘normally’ where appropriate because we cannot foresee all issues. FAUW’s constitution uses ‘normally’ in areas like this.

Note: If approved, a change to the Constitution text will be necessary.

Proposed amendment #6 President Elect

Current wording: “There shall be an Executive Committee consisting of the Officers, the immediate Past President, and Chairs of the Standing Committees.”

Proposed wording: “There shall be an Executive Committee consisting of the Officers, the President Elect or immediate Past President, and Chairs of the Standing Committees.”

Amendment objective: To ensure a smooth transition and allow for a useful learning period, it is recommended that the President serve as President Elect first. As a comparison, UWSA has a three year term (elect, president, past).

Duties of the Past President are not included in the constitution therefore will not include duties of President Elect. Intended for the duties of President Elect is to 1) attend meetings and 2) learn.

Add ‘normally’ where appropriate because we cannot foresee all issues. FAUW’s constitution uses ‘normally’ in areas like this.

Note: If approved, a change to the Constitution text will be necessary.

Proposed amendment #7 President’s Term

Current wording: “The President commits to a two-year term: the first year as President and the second year as Past-President”

Proposed wording: The President normally commits to a four-year term: the first as President-Elect, two years as President, and the fourth year as Past-President”

Amendment objective: To ensure a smooth transition and allow for a proper ramp up and down period, it is recommended that the President serve a two year term like the rest of the Executive, plus one year as President Elect, and one year as Past President. As a comparison, UWSA President serves three years (1 elect, 1 president, 1 past). The FAUW president serves three years (2 president, 1 past).

Add ‘normally’ where appropriate because we cannot foresee all issues. FAUW’s constitution uses ‘normally’ in areas like this.

Note: If approved, a change to the Constitution text will be necessary.

Proposed amendment #8 Sharing when a position is ‘open’

Current wording: ...

Proposed wording: “All positions where one full term has been served are open to nomination. Nominations do not have to come from the current Executive Committee or Nominations Committee.”

Amendment objective: If we decide to have two year terms, we want to ensure there are opportunities for new people to consider joining and prevent anyone from being discouraged to ‘throw their hat into the ring.’

Note: If approved, a minor housekeeping change of Constitution text will be necessary.

LAUW Constitution

Article I: Name

The name of the association shall be “The Librarians’ Association of the University of Waterloo” (LAUW).

Article II: Definitions

A professional librarian is defined as a library staff member holding a Bachelor of Library Science (BLS), Master of Library Science (MLS), Master of Library and Information Science (MLIS) degree or recognized equivalent degree from an accredited institution and working in a professional librarian position.

Article III: Purpose

The Association shall exist to:

- Promote the welfare of professional librarians at the University of Waterloo
- Support the professionalism of librarians at the University of Waterloo
- Promote the role of librarians on the University of Waterloo Campus
- Provide a forum for the exchange of ideas and discussion of issues relevant to librarianship.

Article IV: Membership

SECTION 1

All professional librarians employed by the University of Waterloo are eligible to be voting members of the Association.

SECTION 2

A fee shall be assessed for membership in the Association. At each Annual Meeting the Executive Committee shall present the amount of the fee to the membership of the Association for approval.

Funds derived from the fee shall be collected and administered by the Treasurer. The funds shall be kept in a bank account under the name of the Association. The signatures of the Treasurer and the President or Vice-President shall be used for the operation of these funds.

Article V: Officers and Committees

1. The officers of the Association shall be a President, a Vice-President, a Treasurer, a Secretary and a FAUW (Faculty Association of Waterloo) representative.
2. There shall be an Executive Committee consisting of the Officers, the immediate Past President, President-Elect, and Chairs of the Standing Committees.

3. Standing Committees of the Association shall consist of a Chair and at least two others. Standing Committees of the Association can be formed with the approval of a majority of the Association membership. The Standing Committees are:
 - a. Programs Committee
 - b. Compensation Committee
4. Elections must be held ~~once a year~~ once a full term has been completed.
5. All roles of the Executive Committee, excluding the President ~~and FAUW Representative,~~ shall normally serve a ~~two~~one-year term. The President normally commits to a ~~four~~two-year term: the first as President-Elect, the next two years as President and the ~~second~~ fourth year as Past-President; ~~the FAUW Representative shall serve a two-year term.~~ Upon completion of their term, all Officers and Committee Chairs can be re-elected consecutively.
6. The Vice-President shall normally be chosen from among the ~~Chairs of the Standing Committees~~ voting members of the Executive Committee, at the first meeting of the newly elected Executive Committee. They are only entitled to one vote.
7. More than half of the members of the Executive Committee shall constitute its quorum.
8. The Executive Committee shall have in charge the general interest of the Association.
9. The Executive Committee from time to time appoints such Committees of the Association as may be necessary and shall delegate to them such duties as may seem desirable.
10. In case of vacancy in the Executive Committee, the remaining members shall designate a member of the Association to discharge the duties of the office until the next Annual Meeting.

Article VI: Election of Officers

1. A Nominating Committee shall be appointed by the Executive Committee at least four weeks before an Annual Meeting.
- ~~1-2.~~ All positions where one full term has been served are open to nomination. Nominations do not have to come from the current Executive Committee or Nominations Committee.
- ~~2-3.~~ The Nominating Committee shall communicate with each member whose name has been proposed and shall ascertain whether such nominees will stand for office.
- ~~3-4.~~ The Nominating Committee shall then draw up a slate of Officers and Chairs for the Standing Committees for election.
- ~~4-5.~~ The slate of Officers and the Chairs of the Standing Committees shall be submitted to all members in writing at least one week before the Annual Meeting.
- ~~5-6.~~ The method of voting shall be by simple majority vote.
- ~~6-7.~~ Any member of the Association may make additional nominations from the floor at the Annual Meeting.

Article VII: Duties of the Officers

The duties of the Officers shall be as follows:

a. The President shall

1. Preside at all meetings of the Association.
2. Represent the Association in its communications with the University Librarian, the academic community, and the University administration.
3. Appoint a Parliamentarian who shall interpret procedure from the latest edition of Robert's Rules of Order when requested by the President
4. Have full membership in Committees of the Association or may assign a designate.

b. The Vice-President shall assume the duties of the President in their absence.

c. The Treasurer shall

1. Collect and administer the fees of the Association
2. Administer income to the Association from any other source
3. Arrange for the payment of any debts which may be incurred by the Association from the funds received by the Association
4. Maintain an up-to-date list of members.

d. The Secretary shall

1. Schedule meetings, at the request of the President, and notify members of meetings
2. Take the minutes of the meetings or arrange to have minutes taken if absent
3. Distribute minutes of the meetings to all members
4. Distribute copies of the Constitution and any amendments
5. Deposit copies of the minutes of the meetings, Constitution, and constitutional amendments in the University Archives.

e. The FAUW Representative shall

1. Attend regular FAUW meetings as part of their Council of Representatives and as the LAUW Official Visitor (a non-voting member of the FAUW Board of Directors).
2. Act as a liaison between FAUW directors and LAUW membership.
3. Will advocate for the academic status of librarians at the University of Waterloo as appropriate.
4. If the FAUW representative holds another LAUW position, they are only entitled to one vote.

Article VIII: Meetings

1. The Annual Meeting shall be held each year on or about the first of May and is open to all Professional Librarians.
2. Other meetings of the Association shall be called (a) as directed by the Annual Meeting, or (b) as directed by the Executive Committee, or (c) at the written request to the President of one quarter of the members of the Association.
3. At least two weeks notice and the agenda of any meeting of the Association shall be given in writing to the members by the Secretary.
4. One third of the total membership of the Association will constitute a quorum.

Article IX: Amendments

The constitution may be amended at any properly called meeting of the Association at which a quorum is present, providing notice of the proposed amendment has been given to the membership, in writing, at least two weeks prior to the meeting. Constitutional amendment requires the approval of two thirds of the members who are present at the meeting and entitled to vote, excluding blank ballots and abstentions.

Article X: Other Matters

1. On all matters of the parliamentary procedure not provided for in the Constitution, reference shall be made to Robert's Rules of Order.
2. The actions of the Executive Committee shall be subject to confirmation at the Annual Meeting.

June 22, 2000

Updated: ~~September 21, 2018~~ May ? 2019

Posted online April 2012

LAAUW Constitution

Article I: Name

The name of the association shall be “The Librarians’ and Archivists’ Association of the University of Waterloo” (LAAUW).

Article II: Definitions

A professional librarian or archivist is defined as a library staff member holding a ~~Bachelor of Library Science (BLS)~~, Master of Library Science (MLS), Master of Library and Information Science (MLIS), Master of Information (MI) degree or recognized equivalent degree from an accredited institution and working in a professional librarian or archivist position.

Article III: Purpose

The Association shall exist to:

- Promote the welfare of professional librarians and archivists at the University of Waterloo
- Support the professionalism of librarians and archivists at the University of Waterloo
- Promote the role of librarians and archivists on the University of Waterloo Campus
- Provide a forum for the exchange of ideas and discussion of issues relevant to librarianship and archiving.

Article IV: Membership

SECTION 1

All professional librarians and archivists employed by the University of Waterloo are eligible to be voting members of the Association.

SECTION 2

A fee shall be assessed for membership in the Association. At each Annual Meeting the Executive Committee shall present the amount of the fee to the membership of the Association for approval.

Funds derived from the fee shall be collected and administered by the Treasurer. The funds shall be kept in a bank account under the name of the Association. The signatures of the Treasurer and the President or Vice-President shall be used for the operation of these funds.

Article V: Officers and Committees

1. The officers of the Association shall be a President, a Vice-President, a Treasurer, a Secretary and a FAUW (Faculty Association of Waterloo) representative.
2. There shall be an Executive Committee consisting of the Officers, the immediate Past President, and Chairs of the Standing Committees.

3. Standing Committees of the Association shall consist of a Chair and at least two others. Standing Committees of the Association can be formed with the approval of a majority of the Association membership. The Standing Committees are:
 - a. Programs Committee
 - b. Compensation Committee
4. Elections must be held once a year
5. All roles of the Executive Committee, excluding the President and FAUW Representative, shall serve a one-year term. The President commits to a two-year term: the first year as President and the second year as Past-President; the FAUW Representative shall serve a two-year term. Upon completion of their term, all Officers and Committee Chairs can be re-elected consecutively.
6. The Vice-President shall be chosen from among the Chairs of the Standing Committees, at the first meeting of the newly elected Executive Committee. They are only entitled to one vote.
7. More than half of the members of the Executive Committee shall constitute its quorum.
8. The Executive Committee shall have in charge the general interest of the Association.
9. The Executive Committee from time to time appoints such Committees of the Association as may be necessary and shall delegate to them such duties as may seem desirable.
10. In case of vacancy in the Executive Committee, the remaining members shall designate a member of the Association to discharge the duties of the office until the next Annual Meeting.

Article VI: Election of Officers

1. A Nominating Committee shall be appointed by the Executive Committee at least four weeks before an Annual Meeting.
2. The Nominating Committee shall communicate with each member whose name has been proposed and shall ascertain whether such nominees will stand for office.
3. The Nominating Committee shall then draw up a slate of Officers and Chairs for the Standing Committees for election.
4. The slate of Officers and the Chairs of the Standing Committees shall be submitted to all members in writing at least one week before the Annual Meeting.
5. The method of voting shall be by simple majority vote.
6. Any member of the Association may make additional nominations from the floor at the Annual Meeting.

Article VII: Duties of the Officers

The duties of the Officers shall be as follows:

a. The President shall

1. Preside at all meetings of the Association.

2. Represent the Association in its communications with the University Librarian, the academic community, and the University administration.
3. Appoint a Parliamentarian who shall interpret procedure from the latest edition of Robert's Rules of Order when requested by the President
4. Have full membership in Committees of the Association or may assign a designate.

b. The Vice-President shall assume the duties of the President in their absence.

c. The Treasurer shall

1. Collect and administer the fees of the Association
2. Administer income to the Association from any other source
3. Arrange for the payment of any debts which may be incurred by the Association from the funds received by the Association
4. Maintain an up-to-date list of members.

d. The Secretary shall

1. Schedule meetings, at the request of the President, and notify members of meetings
2. Take the minutes of the meetings or arrange to have minutes taken if absent
3. Distribute minutes of the meetings to all members
4. Distribute copies of the Constitution and any amendments
5. Deposit copies of the minutes of the meetings, Constitution, and constitutional amendments in the University Archives.

e. The FAUW Representative shall

1. Attend regular FAUW meetings as part of their Council of Representatives and as the LAUW Official Visitor (a non-voting member of the FAUW Board of Directors).
2. Act as a liaison between FAUW directors and LAUW membership.

3. Will advocate for the academic status of librarians and archivists at the University of Waterloo as appropriate.

3.4. Review the CAUT listserv and share relevant emails with all professional librarians.

4.5. If the FAUW representative holds another LAUW position, they are only entitled to one vote.

Article VIII: Meetings

1. The Annual Meeting shall be held each year on or about the first of May and is open to all Professional Librarians and Archivists.
2. Other meetings of the Association shall be called (a) as directed by the Annual Meeting, or (b) as directed by the Executive Committee, or (c) at the written request to the President of one quarter of the members of the Association.
3. At least two weeks notice and the agenda of any meeting of the Association shall be given in writing to the members by the Secretary.
4. One third of the total membership of the Association will constitute a quorum.

Article IX: Amendments

The constitution may be amended at any properly called meeting of the Association at which a quorum is present, providing notice of the proposed amendment has been given to the membership, in writing, at least two weeks prior to the meeting. Constitutional amendment requires the approval of two thirds of the members who are present at the meeting and entitled to vote, excluding blank ballots and abstentions.

Article X: Other Matters

1. On all matters of the parliamentary procedure not provided for in the Constitution, reference shall be made to Robert's Rules of Order.
2. The actions of the Executive Committee shall be subject to confirmation at the Annual Meeting.

June 22, 2000

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