

Information Without Borders Conference Committee Operations Policy

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Article I: Preamble

We, the students of the Master of Library and Information Studies (MLIS) program at Dalhousie's School of Information Management (SIM), having associated ourselves as the Information Without Borders Conference Association, a subsidiary committee of the School of Information Management Student Association (SIMSA), do hereby adopt the following Operations Policy:

Article II: Definitions

The student planning association of the Information Without Borders Conference shall hereafter be referred to as the IWB Committee.

"Returning students" refers to full-time students who are in their second and final year of the MLIS program, or part-time students who have completed at least one year enrolled as an MLIS student.

"Incoming students" refers to students who are enrolled in their initial academic year of the MLIS program.

"Majority vote" is constituted by a two-thirds majority.

Article III: Purpose

The IWB Committee is responsible for organizing and running an annual Conference in February of each year, on a selected topic of current relevance to the Information Management profession.

Article IV: Membership

1. All graduate students from the School of Information Management are eligible to apply for a position on the IWB Committee.
2. Applications will be reviewed by returning committee members. Returning committee members will vote in the new incoming members based on merit and experience relevant to the role in question. A majority vote will determine the incoming members.
3. A faculty member may serve as a non-voting Faculty Liaison for the IWB Committee, except when called to break a tie.
4. The IWB Committee does not place limits on members based on age, gender, race, religion, sexual orientation, citizenship, regional location of origin, or disability.

Article V: Quorum

1. Quorum for all voting done by the IWB Committee is established by the participation of 80% of the committee.

2. If a committee member is not able to attend a meeting, votes may be submitted by email to the co-chairs.

Article VI: Structure and Responsibilities of the IWB Committee

VI.1 Co-Chairs

The co-chairs will:

- A. Lead the IWB Committee in the organization and development of the annual Conference.
- B. Consist of two returning students who have served on the IWB Committee in a previous year.
- C. Be elected for a one-year term by the previous year's committee, by way of a majority vote cast by all members of the previous year's committee
- D. Be responsible for the carrying out of all provisions of this Operations Policy.
- E. Nominate one Co-Chair, or submit both Co-Chairs names for election, to sit on the executive committee of the School of Information Management's Students' Association (SIMSA)
 - i. The chosen SIMSA representative will attend executive meetings, and communicate the activities and goals of these two organizations to one another.
- F. Make a call for applications to available committee positions:
 - i. At the end of March to fill returning roles.
 - ii. At the beginning of September to fill in-coming roles.
- G. Report to and liaise with SIM faculty and the Faculty Liaison.
- H. Act as a co-signatories on cheques issued by the IWB Committee.
- I. Set the agenda and chair regular meetings of the IWB Committee.
- J. Send out an agenda for upcoming meetings at least 48 hours before the start of the next meeting.
- K. Maintain regular correspondence with the IWB Committee, responding to emails within 24 hours.
- L. Support and assist any and all members of the IWB Committee in achieving the goals of their roles as outlined below.
- M. Step down as co-chair after a one-year term, upon the election of new co-chairs by March of any given academic year, and not hold a position on the IWB committee in any future academic year.
- N. If a Co-Chair cannot for any reason complete his or her duties as outlined above for a brief period of time, they will delegate to their fellow Co-Chair and other committee members.
- O. If a Co-Chair cannot complete his or her duties as outlined above for an extended period of time, significant enough to hinder the development of the Conference, that Co-Chair will resign.

VI.2 Programming Chairs

There will be two Programming Chairs. The Programming Chairs will share equally in the following responsibilities:

- A. Serve for a two-academic-year term, in the first year as an Incoming Programming Chair, and in the second year as a Returning Programming Chair.

- i. In the event that the Incoming Programming Chair is nominated to become a Co-Chair for the following academic year, a returning SIM student will be chosen to fill the returning role.
 - ii. In the event that the Incoming Programming Chair resigns from their position for the returning year, a returning SIM student will be chosen to fill the returning role.
- B. Create a list of potential speakers, through liaising with the faculty, professional connections and research, whose work is related to the chosen topic of any given year.
- C. Contact potential speakers with an invitation to the Conference through the official IWB email.
- D. Liaise with confirmed speakers to meet their Conference needs.
- E. Maintain regular correspondence with potential and confirmed speakers, responding to emails within 24 hours.
- F. Organize and administer the student speaker and poster competitions.
- G. Collaborate with the Co-Chairs to define structure for the Conference schedule.
- H. Regularly update the IWB Committee at meetings on all Programing related developments.
- I. Greet and host speakers on the day of the Conference.
- J. If a Programming Chair cannot for any reason complete his or her duties as outlined above for a brief period of time, they will inform the Co-Chairs as soon as possible and delegate to their fellow chair and/or other committee members.
- K. If a Programing Chair cannot complete his or her duties as outlined above for an extended period of time, significant enough to hinder the development of the Conference, that Programming Chair will resign.
- L. Step down after completion of the two-year term by March of any given academic year, and not hold a position on the IWB committee in any future academic year.

VI.3 Logistics Chairs

There will be two Logistics Chairs. The Logistics Chairs will share equally in the following responsibilities:

- A. Serve for a two-academic-year term, in the first year as an Incoming Logistics Chair, and in the second year as a Returning Logistics Chair.
 - i. In the event that the Incoming Logistics Chair is nominated to become a Co-Chair for the following academic year, a returning SIM student will be chosen to fill the returning role.
 - ii. In the event that the Incoming Logistics Chair resigns from the position for the returning year, a returning SIM student will be chosen to fill the returning role.
- B. Request that the SIMSA co-chairs write a letter of endorsement from SIMSA to Meeting & Event Management at the Dalhousie Student Union Building, so that IWB can use SIMSA's Annual McInnes Room Booking.
- C. Liaise with Meeting & Event Management services at the Dalhousie Student Union Building (SUB) [current contact is Shelly Brown shelly.brown@dal.ca] to arrange the booking of the McInnes Room.
- D. Ensure that the co-chairs sign the contract for the venue rental, and coordinate with the finance chair to provide the deposit.
- E. Meet regularly with the Finance Chair to ensure that the budget is being adhered to.

- F. Liaise with catering company, Programming Chairs & Registration Chairs for food requirements of Conference attendees, and determine the menu before December.
 - i. Ensure that the order for catering is placed in January.
- G. Report to Caterer and Meeting & Event Management on the number of Registrants, after receiving the number of registrants from the Registration Chair.
- H. Plan and coordinate the arrangement of the room, table dressings and tech requirements for the day.
- I. Notify the facilities manager about choices for the arrangement of the room, table dressings and tech requirements for the day.
- J. Arrange for centerpieces for the Conference, adhering to the limits of the budget.
- K. Research and choose appropriate promotional material to be given away at the Conference (“Swag”). This material may include but is not limited to:
 - i. A “Swag”/gift bag
 - ii. A notebook and pen
 - iii. Another item, branded with the IWB logo to help promote the Conference (if the budget permits).
- L. Organize “Swag” materials in preparation for the day of the Conference (i.e. stuffing the Swag bags).
- M. Arranging for the Swag to be ready and available at the Registration table on the day of the Conference
- N. Work with Co-Chairs to determine what happens to any extra swag materials
- O. Regularly update the IWB Committee at meetings on all Logistics related developments.
- P. Recruit and organizing volunteers to assist with Logistics matters on the day of the Conference.
- Q. Maintain regular correspondence with all logistics-related contacts, responding to emails within 24 hours.
- R. If a Logistics Chair cannot for any reason complete his or her duties as outlined above for a brief period of time, they will inform the Co-Chairs as soon as possible, and delegate to their fellow chair and/or other committee members.
- S. If a Logistics Chair cannot complete his or her duties as outlined above for an extended period of time, significant enough to hinder the development of the Conference, that Logistics Chair will resign.
- T. Step down after completion of the two-year term by March of any given academic year, and not hold a position on the IWB committee in any future academic year.

VI.4 Registration Chairs

There will be two Registration Chairs. The Registration Chairs will share equally in the following responsibilities:

- A. Serve for a two-academic-year term, in the first year as the Incoming Registration Chair, and in the second year as the Returning Registration Chair.
 - i. In the event that the Incoming Registration Chair is nominated to become a Co-Chair for the following academic year, a returning SIM student will be chosen to fill the returning role.
 - ii. In the event that the Incoming Registration Chair resigns from their position for the returning year, a returning SIM student will be chosen to fill the returning role.

- B. Research and choose a web-based registration system appropriate to the Conference's budget and logistical needs
- C. Implement the web-based registration system in collaboration with the Web & Communications Chair
- D. Maintain a Master List of registrants, updated regularly as people register for the Conference
- E. Liaise on behalf of groups of registrants (such as attendees from Nova Scotia Community College) to input the information of these groups into the master list of registrants.
- F. Regularly communicate with the Logistics Chair on the current number of registrants, their food preferences, and any special requirements that registrants may need (e.g., dietary requirements or accessibility requirements).
- G. Create name-tags for all Registrants.
- H. Regularly update the IWB Committee at meetings on all Registration related developments.
- I. Maintain regular correspondence with all Registration related contacts, responding to emails within 24 hours.
- J. Recruit & train volunteers to help with the Registration table on the day of the Conference. Convey the following procedure to the volunteers:
 - i. Welcome and greet registrants in a friendly manner
 - ii. Hand out name-tags and swag bags
 - iii. Confirm on the Master Registration List that the registrant has arrived
 - iv. Answer any and all questions registrants might have about the Conference
 - v. Provide excellent service ethic as the face of the Conference
- K. Supervise the Registration table on the day of the Conference
- L. If a Registration Chair cannot for any reason complete his or her duties as outlined above for a brief period of time, they will inform the Co-Chairs as soon as possible, and delegate to their fellow chair and/or other committee members.
- M. If a Registration Chair cannot complete his or her duties as outlined above for an extended period of time, significant enough to hinder the development of the Conference, that Registration Chair will resign.
- N. Step down after completion of the two-year term by March of any given academic year, and not hold a position on the IWB committee in any future academic year.

VI.5 Web & Communications Chairs

There will be two Web & Communications Chairs. The Web & Communications Chairs will share equally in the following responsibilities:

- A. Serve for a two-academic-year term, in the first year as the Incoming Web & Communications Chair, and in the second year as the Returning Web & Communications Chair.
 - i. In the event that the Incoming Web & Communication Chair is nominated to become a Co-Chair for the following academic year, a returning SIM student will be chosen to fill the returning role.
 - ii. In the event that the Incoming Web & Communication Chair resigns from their position for the returning year, a returning SIM student will be chosen to fill the returning role.

- B. Develop, maintain and regularly update the IWB Conference website, in order to communicate Conference developments to the public
- C. Develop, maintain and regularly update the IWB Conference's social media outlets (e.g., Facebook, Twitter, etc.).
- D. Develop a marketing strategy and related promotional materials to advertise the Conference within the Dalhousie Community, neighbouring institutions, and the wider Halifax Regional Municipality. This may include but is not limited to:
 - i. Poster and/or flyer campaigns
 - ii. Advertisements in local news outlets/newspapers
 - iii. Contacting local people of influence who can help to promote the Conference (e.g., the University President, Dean, or local Member of Parliament, etc.)
- E. Regularly update the IWB Committee at meetings on all Web & Communications related developments.
- F. Maintain regular correspondence with the Committee and any related contacts, responding to emails within 24 hours.
- G. If a Web & Communications Chair cannot for any reason complete his or her duties as outlined above for a brief period of time, they will inform the Co-Chairs as soon as possible, and delegate to their fellow chair and/or other committee members.
- H. If a Web & Communications Chair cannot complete his or her duties as outlined above for an extended period of time, significant enough to hinder the development of the Conference, that Web & Communications Chair will resign.
- I. Step down after completion of the two-year term by March of any given academic year, and not hold a position on the IWB committee in any future academic year.

VI.6 Finance & Fundraising Chairs

There will be two Finance & Fundraising Chairs, one Incoming and one Returning. The duties of these chairs will be divided as follows:

- A. The Returning Finance & Fundraising Chair will assume the following responsibilities:
 - a. Responsible management of the bank account, including the maintenance of organized records documenting any and all transactions.
 - b. Create and manage the budget.
 - c. Issue and act as a co-signatory on cheques.
 - d. Regularly update the IWB Committee at meetings on all Finance related developments.
 - e. Liaise with all Chairs on matters related to finance and fundraising.
 - f. Maintain regular communication with the bank and with fellow committee members on matters of finance, responding to emails within 24 hours.
 - g. Communicate regularly with the Incoming Finance & Fundraising Chair, to prepare the Incoming Chair to assume the above responsibilities in the next academic year.
- B. The Incoming Finance & Fundraising Chair, in collaboration with the Returning Finance & Fundraising Chair, will:
 - a. Work to secure funding for the Conference through the following means:
 - i. Requesting an annual donation from SIMSA in the form of a formal letter

- ii. Searching and applying to grants from appropriate organizations and institutions (e.g., CLA, Dalhousie, organizations related to the chosen topic, etc.).
 - iii. Developing a fundraising campaign by approaching local businesses and market vendors for in-kind donations for the Silent Auction.
 - b. Organize the Silent Auction to be held on the day of the Conference
 - i. The Finance & Fundraising Chairs may request the help of other committee members in canvassing for donations to the Silent Auction
 - ii. The Finance & Fundraising Chairs may request the help of other committee members and other volunteers in manning the Silent Auction table on the day of the Conference
- C. If a Finance & Fundraising Chair cannot for any reason complete his or her duties as outlined above for a brief period of time, they will inform the Co-Chairs as soon as possible, and delegate to their fellow chair and/or other committee members.
- D. If a Finance & Fundraising Chair cannot complete his or her duties as outlined above for an extended period of time, significant enough to hinder the development of the Conference, that Finance & Fundraising Chair will resign.
- E. Step down after completion of the two-year term by March of any given academic year, and not hold a position on the IWB committee in any future academic year.

Article VII. Selection Process of Committee Members

VII.1 Selection of Co-Chairs

- A. Two returning students who have served on the IWB Committee in a previous year will be elected by the previous year's committee, by way of a majority vote cast by all members of the previous year's committee, for a one-year term.
- B. Committee members will nominate other committee members or themselves via email as a prospective co-chair after the day of the Conference, but before the first transition meeting two weeks later.
- C. If nominations are accepted by the nominees, a written letter of interest should be emailed from the nominee to all committee members.
- D. At the first meeting after the Conference in a given academic year, all committee members except the nominees will cast a vote for two co-chairs.
- E. If only two committee members are nominated for co-chair, then a vote of confidence will be held.
- F. If a tie occurs, a re-vote will be held, with the addition of the Faculty Liaison. If a tie occurs a second time, the current co-chairs will choose the new Co-Chairs.
- G. If no committee members apply to be co-chair, applications will be opened to all SIM students returning for the following academic year. The current year's committee will review and vote on the new applications.
- H. Once new Co-Chairs have been selected, leadership will transition to the new IWB Committee.

VII.2 Remaining Committee Members

Remaining Committee Members include: Finance & Fundraising Chairs, Programming Chairs, Logistics Chairs, Registration Chairs, and Web & Communications Chairs.

- A. Any Returning Chair positions vacated at the end of an academic year will be filled within one month of the selection of new Co-Chairs.
- B. Any incoming SIM student can apply for a position as an Incoming Chair. As per section 6, Incoming Chairs will return as Returning Chairs during the following academic year. Each of these Remaining Committee Members will serve a two-year term.
- C. SIM students may nominate themselves as a prospective chair, or be nominated by a current committee member.
- D. If Nominees accept the Nomination, Nominees will submit an application (in the form of a statement of interest and a CV) to the IWB Committee for review.
- E. After reviewing each application, a majority vote cast by current IWB Committee members will determine the new Incoming Chairs.
- F. If a tie occurs, a re-vote will be held with the addition of the Faculty Liaison. If a second tie occurs, the current co-chairs will choose the Chairs in question
- G. Upon successful selection of the IWB Committee Chairs, all print and digital application material will be destroyed

Article VIII: Responsibilities of Congregation

1. All IWB Committee Members have the responsibility to congregate at regular Committee Meetings.
2. Meetings in the fall term will occur once every two weeks at a regular time and day.
3. Meetings in the winter term will occur once a week at a regular time and day up until the day of the Conference.
4. Meetings in the winter term after the day of the Conference are considered "Transitional Meetings" and will occur every two weeks.
5. Meetings during the summer, when classes of SIM are not in session, should be considered "Preliminary Meetings" and will only be attended by the Returning Committee.
6. Preliminary Meetings in the summer will occur as is necessary at the discretion of the Co-Chairs, but at least once monthly.
7. If for any reason a selected Committee Member cannot attend a regular meeting time, the Co-Chairs will liaise with them at a meeting time of their convenience and discretion

Article IX: Secretarial Duties & Minutes

1. The IWB Committee should choose one member of the committee to perform secretarial duties during Committee Meetings, who will take minutes.
2. Minutes should be posted to the Google Drive within 48 hours of the last meeting.
3. In the event that the chosen member cannot attend a meeting, or take minutes for any other reason, another committee member must volunteer or be selected for recording the minutes.
4. The minutes should detail the topics discussed, and outline next steps and responsibilities taken on by Committee members.

Article X: Finances

1. As is stated in Article VII, the IWB Co-Chairs, and the Finance & Fundraising Chair will be the signing officers of the IWB Committee.
2. At least two signing officers must sign every cheque from the bank account of the IWB Conference.
3. An executive officer cannot sign a cheque made out to his/her self.
4. The budget will be created each year by the Finance Chair in consultation with the IWB Committee.
5. The IWB Committee will work with the Finance Chair to follow the budget in a responsible and accountable manner.
6. A majority vote is required to approve the budget.

Article XI: Conference Topic Selection

1. Every June, the IWB Conference Committee must choose a topic for the following year. The Conference Committee will:
 - a. Have each current member of the committee brainstorm at least one idea for a Conference topic
 - b. Compile a shortlist of topics
 - c. Present the shortlist of topics to the SIM Faculty, soliciting further suggestions and/or recommendations on the shortlist of topics
 - d. Choose a topic by way of majority vote from the shortlist after considering Faculty input.

Article XII: Responsibilities of Correspondence by Email

1. The Co-Chairs will be responsible for monitoring the official IWB emails with the dal.ca & gmail.com domains.
 - a. The Co-Chairs will notify any relevant chairs of incoming email related to their duties.
 - b. All IWB Members will respond to correspondence within 24 hours of receipt, or delegate correspondence to someone who is able to respond within 24 hours.
2. Official correspondence should be conducted through the @dal.ca email, unless there is a problem with this email, at which point the committee is permitted to use the gmail.com address.

Article XIII: Impeachment

1. No member of the IWB Conference Committee may be impeached without just cause, or in any manner not specified by this Operations Policy.
2. Just cause is defined by this Operations Policy as:
 - A. Failing to attend 4 consecutive Committee Meetings, either digitally, over telephone or in person.
 - B. Failing to fulfill the majority of their duties as outlined in Article VI.
 - C. Conduct likely to result in harming the reputation or operation of the IWB Conference.
 - D. Other gross misconduct.

3. Before impeachment, the members in question shall receive a written notice of warning from one of the Committee Co-Chairs. The notice will include their specific failings and potential imminent removal from the IWB Committee. If there is no change in conduct, then:
4. A motion to impeach may be put forward
5. Advance notice of a motion to impeach must be given to the member up for impeachment, and that member must have the ability to speak in their defense before the vote is taken.
6. A majority vote from the IWB Committee is required to impeach a member. Voting will be conducted by secret ballot.
7. A notice of appeal can be submitted to the IWB Co-Chairs to be presented at the next meeting. A majority vote, and the approval of both IWB Co-Chairs is necessary to reappoint a member that has been impeached.
8. If the member in question is a Co-Chair or the Co-Chairs, committee members will request arbitration from the Faculty Liaison.

Article XIV: Resignation

1. If a member of the IWB Committee wishes to resign, they must provide written notice to the IWB Co-Chairs two weeks prior to their expected resignation date.
2. If an Incoming Chair does not wish to return as returning Chair, they will complete their duties as the role of Incoming Chair, and notify the committee of their intent when the transitional meetings start.
3. If the member leaving is a Returning Chair, their Incoming Chair will replace them
4. If the member leaving is a Co-Chair, an existing Returning Chair will be chosen by the committee to fill the position
5. In any other event, all vacancies will be filled following normal selection procedure as outlined in Article VII, if the time until the Conference permits.

Article XV: Standard of Care and Fiduciary Duty

1. Standard of Care and Diligence:
 - i. Members are subject to common law duty care and diligence.
 - ii. A member must exercise both skill and diligence.
 - iii. The standard of care is that which could reasonably be expected having regard to the member's knowledge and experience.
 - iv. The standard of care is subjective as it varies with the skill of each individual member.
 - v. Members are not bound to give continuous attention to the affairs of the IWB Committee, however
 - vi. Failure to give attention to the affairs of the IWB Committee and/or attend meetings on a regular basis may be evidence of a lack of diligence.
 - vii. To fulfill their duty of care, members should:
 - viii. Participate actively and fully in the activities of the IWB Committee
 - ix. Scrutinize members' conduct, and
 - x. Keep informed as to the business and affairs of the IWB Committee
2. Fiduciary Duty:

- i. In addition to the standard of care and diligence, members owe a fiduciary duty to the IWB Committee
 - ii. This means that members must act honestly and in good faith with a view to the best interests of the IWB Committee
 - iii. The fiduciary duty also includes loyalty to the IWB Committee
 - iv. Members of the IWB Committee must avoid putting themselves in a position where their duty to act in the best interests of the IWB Committee would conflict with their self-interest
 - v. Members have a duty to act with a view to the best interests of IWB
3. Conflicts of Interest:
- i. A conflict of interest would arise when an individual, their family member(s), employer, or an organization to which they belong stands to benefit by a decision and/or vote being made by the IWB Executive Committee. Members in a conflict of interest situation will declare a conflict and will not be present while the decision and/or vote is being carried out.
 - ii. Members who knowingly participate in decision-making in the affairs of the IWB Committee while in a conflict of interest may be subject to impeachment (in accordance with Article 7)
 - iii. Members should not be in receipt of financial rewards (other than nominal) and/or gifts as a result of their position as a member of the IWB Committee. Any "gifts" in excess of a total of \$25.00 should be declared to the IWB Committee and the Finance Chair within seven (7) days of receiving such a gift. The list of gifts will be made available to the committee members upon written request.

Article XVI: Operations Policy Amendments

1. Members of the IWB Committee may, from time to time, find that this Operations Policy requires an update. The current IWB Committee have the ability to make such changes as are deemed necessary by the Co-Chairs. These changes will become official for September of the following academic year.
2. Amendments to the Operations Policy can only be made at IWB Committee Meetings, or IWB Transition Meetings.
3. Motions to amend the Operations Policy must be presented in writing to the IWB Co-Chairs no less than two weeks before the meeting at which the Operations Policy will be amended.
4. All IWB Committee members are entitled to a vote on amendments to the Operations Policy.
5. Voting will be conducted via a show of hands, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be done by secret ballot.
6. A two-thirds majority vote is required to pass a motion to amend the Operations Policy.
7. If any member of the IWB Committee wishes to contest the changes, they may do so at the next IWB Committee Meeting