

NDLA Bylaws

9/25/98

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Bylaws

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Article I. Membership

Section 1. Classifications of Membership.

Membership of the Association will consist of:

A. Active membership: active membership includes several types of special interest categories with varying dues structures. All active members can vote, hold office, and receive member registration rates at the annual conference.

Individual personal membership: Any person employed by a North Dakota library or otherwise actively engaged in promoting North Dakota library interests will, upon payment of specified dues, be entitled to active membership in the Association.

Student membership (3-year limit): Any person enrolled in a library school program will, upon payment of specified dues, be entitled to active membership in the Association.

New director membership: Any new library director in a North Dakota library is entitled to have the individual personal membership fee waived for her/his first year of directorship if she/he has not previously been a member of the Association. New director members are considered active members.

Library trustee membership: Any trustee of a library board in the state of North Dakota

may, upon payment of specified dues, be entitled to active membership in the Association.

B. Other types of membership (non-voting): the non-voting memberships include several types of special interest categories with varying dues structures. Non-voting members can neither vote nor hold elected office.

Associate membership: Any person not employed by a North Dakota library nor actively engaged in promoting North Dakota library interests but interested in promoting the purposes of the Association may, upon payment of specified dues, become a nonvoting member of the Association. Associate members cannot hold elected office or vote but do receive member registration rates at the annual conference

Institutional membership: Any library or organization interested in or concerned with the work of libraries or librarianship may, upon payment of specified dues, become a nonvoting member of the Association. Institutional members cannot hold office and are not eligible for member benefits. Depending on the level of membership, up to three staff of the institutional member may receive member registration rates at the annual conference.

Honorary membership: Honorary membership may be conferred upon a person or institution for meritorious contributions to library development or for high attainment in the field of librarianship by a three-fourths vote of those present at an annual meeting. Length of membership will be determined by the Executive Board. Honorary members will not be required to pay dues and are not eligible to vote or hold office but do receive member registration rates at the annual conference.

Section 2. Dues

Annual dues are payable at the beginning of each calendar year. Privileges begin upon receipt of payment and expire Dec. 31 of the same year. If a new member pays the active membership fee at the time of conference registration his/her membership is good through the end of the following calendar year as a one-time benefit.

A. Dues structure:

1. Active Membership

- a. Individual Personal Membership: \$35**
- b. Student Membership: \$20**
- c. New Director Membership: waived**
- d. Library Trustee Membership: \$20**

2. Non-voting Membership

a. Associate Membership: \$20

b. Institutional Membership:

Permanent staff FTE	Library Dues	Staff can register at member rate for conference
3 or fewer	\$50	1
9 or fewer and more than 3	\$100	2
10 or more	\$150	3

c. Honorary Membership: waived

B. The Executive Board will review the dues structure annually. When directed by the Executive Board, the Finance Committee will recommend changes to the dues structure.

C. All proposals for changing the dues structure will be submitted to the Constitution, Bylaws, and Policies Committee. Proposed dues changes will be presented to the membership at least one month before voting. Passage will require a majority of those voting.

ARTICLE II - MEETINGS

All meetings of any board, committee, or other body of the Association at which Association business is discussed or at which any formal action is taken are open.

Section 1. Annual Membership Meeting

A. The annual meeting of the Association will be held at such time and place as determined by the Executive Board. Thirty days' notice must be given all members of the Association.

B. Proposed resolutions must be submitted in writing by the announced deadline as determined by the President. During association business meetings (e.g. general sessions), resolutions must be read aloud; the reading may take place just prior to the vote.

Section 2. Special Meetings

Special meetings may be held at the call of the president, upon approval of the Executive Board, provided that two weeks' notice is given to all of the Association. A quorum for any special membership meeting will be based on twenty-five percent of the Association membership registered at the last annual conference.

Section 3. General Membership Business

Business of the general membership between annual meetings will be conducted electronically.

ARTICLE III - NOMINATIONS AND ELECTIONS

Section 1. Nominations

The president will appoint a four member Nominations, Elections, and Voting Committee.

A. The Nominations, Elections, and Voting Committee proposes a minimum of two NDLA members for each of the NDLA offices of president-elect, secretary, and treasurer and reports nominations to the Executive Board. The Executive Board approves the nominations prior to the creation of the ballot.

B. The Nominations, Elections, and Voting Committee proposes a minimum of two NDLA members to run as representatives for each affiliated organization and reports nominations to the Executive Board. The Executive Board approves the nominations prior to the creation of the ballot. Terms of office for affiliation representatives are as specified in the Policies Handbook.

Section 2. Elections

The Nominations, Elections, and Voting Committee assumes responsibility for working out election details as specified in the Policies Handbook.

A. All elections of NDLA officers, affiliation representatives and officers of sections and roundtables will be conducted by ballot. The Nominations, Elections, and Voting Committee prepares the official ballot coordinating it with section and roundtable chairs. The ballots, which will provide for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

B. For each office the candidate receiving the largest number of votes shall be elected. The Nominations, Elections, and Voting Committee determines and reports the results of the balloting to the Executive Board which validates election results and, in disputes regarding elections, serves as the final arbiter. In the case of a tie vote, the successful candidate shall be determined by lot conducted by the Executive Board.

Section 3. General Membership Voting

The Nominations, Elections, and Voting Committee assumes responsibility for working out general membership voting details as specified in the Policies Handbook.

A. All voting done of the general membership will be conducted by ballot. The Nominations, Elections, and Voting Committee prepares the official ballot. The ballots will be distributed to

the voting membership at least thirty days prior to the opening of the voting period.

B. A majority vote of all returned ballots determines results. The Nominations, Elections, and Voting Committee determines and reports the results of the balloting to the Executive Board which validates results and in disputes regarding results serves as the final arbiter.

C. Voting questions will be announced to the general membership by the President of NDLA at least 30 days prior to the opening of electronic vote. Discussion can occur electronically. The President will announce opening and closing of electronic voting.

ARTICLE IV - OFFICERS

Section 1. Term

A. Officers are elected for a one-year term and assume their duties at the close of the annual meeting following their election. Incoming and outgoing Executive Board members will meet together immediately after the close of the annual meeting and the new officers will assume their duties. They serve until the close of the next annual meeting.

B. The exception is the treasurer, who serves for a calendar year. The incoming treasurer will serve an orientation period with the presiding treasurer following the annual meeting until the term begins.

Section 2. Duties of Officers

A. The president serves as the official spokesperson for the Association; presides at all meetings of the Association and the Executive Board; serves as the Association's representative on all committees as required by North Dakota statute; performs all other duties as provided for in these Bylaws or as assigned by the Executive Board and assumes all other responsibilities that are in accordance with the parliamentary procedure adopted by the Association.

B. The president-elect, at the request of the president and the Executive Board or during the president's absence or inability to act, will exercise the authority of the president; acts as the official spokesperson under the direction of the president; and carries out such other duties as assigned by the president, Executive Board or as provided for in these Bylaws.

C. The secretary will record and distribute minutes of all Association and Executive Board meetings; maintains official records for the Association and performs other duties as assigned by the president or the Executive Board.

D. The treasurer is responsible for the Association's financial records, including dues and other income; pays Association debts; provides quarterly and annual reports of Association financial status for Executive Board approval; serves on the Membership Committee and the Finance

Committee; and performs other duties as assigned by the president or the Executive Board.

E. The immediate past-president shall be the responsible coordinating agent for the program planning of the Association's annual conference and, with regard to the annual conference, shall perform other duties affecting the annual conference as may be assigned by the president of the Association and the Association's Executive Board.

Section 3. Vacancies

Vacancies in office will be filled for the duration of an unexpired term by appointment made by the Executive Board, except the office of president which will be filled by the president-elect.

Section 4. Removal of Officers

A. Elected officers of the Association may be removed from office for just cause. A two-thirds majority vote of the Executive Board is required to authorize a ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.

B. Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, violation of statutory law which tarnished the reputation of the Association, or incapacity in executing the responsibilities of office.

ARTICLE V - Executive Board

Section 1. Voting Members

If a voting member of the Board is unable to attend an Executive Board meeting, that member may designate a proxy with full privileges of the office.

Section 2. Primary Duties of the Executive Board

Responsibilities include:

- A.** Approve the annual budget;
- B.** Approve the budget of the annual conference;
- C.** Approve all minutes and financial reports;
- D.** Act upon petitions for the establishment of sections and roundtables;
- E.** Validate election results and in disputes regarding elections serves as the final arbiter;
- F.** Approve the Policies Handbook.

Section 3. Executive Board Meetings

A Board meeting may be held at the call of the president or a majority of the Board members.

Section 4. Reimbursement of Expenses

Actual expenses incurred in transacting or furthering of Association business may be reimbursable as specified in the Policies Handbook. Reimbursement is never to exceed total actual expenses.

Section 5. Executive Committee of the Board

The Executive Committee of the Board shall consist of the President, President-Elect, Past-President, Secretary, and Treasurer. In situations where the full Board cannot address a matter in a timely fashion, as determined by the Executive Board, the Executive Committee of the Board may be called upon to investigate, discuss, and either recommend a course of action or to act with final authority for the Executive Board when dealing with the matter at hand (if explicitly stated in the charge); however, proposed or final course(s) of action are subject to review, modification, approval (if required), or rescinding by a majority vote of the Executive Board. Any action taken by the Executive Committee of the Board must be reported to the full Executive Board within 14 days or at the next Executive Board meeting, whichever occurs first.

ARTICLE VI - COMMITTEES

All committees are as specified in the Policies Handbook.

Section 1. Appointments

Standing committee chairs are appointed by the president and serve a term concurrently with that of the president. The president has the authority to establish additional committees as needed.

Section 2. Reports

All committee chairs submit an annual written report to the president prior to the annual meeting and written reports at meetings of the Executive Board.

Section 3. Standing Committees

Committees required for the ongoing functioning of the Association include Constitution/Bylaws and Policies, Finance, Membership, and Nominations, Elections, and Voting.

ARTICLE VII - SECTIONS AND ROUNDTABLES

Section 1. Membership

Members of the sections and roundtables will be current members of NDLA. A section or

roundtable may prescribe any additional qualifications for membership and engage in activities appropriate to its interest which do not conflict with the provisions of the NDLA Constitution and these Bylaws.

Section 2. Sections and Roundtables

Sections of the Association may be established to represent members interested in the same type of library or trusteeship. Roundtables may be established to represent members interested in a specific library activity.

Section 3. Formation

A. A petition to the Executive Board for the establishment of a section or roundtable will state the purpose and need of the proposed section or roundtable. The petition will be signed by ten current NDLA members who become charter members of the section or roundtable. Sections and round-tables have voting representation on the Executive Board two years after their petition has been approved.

B. Both sections and roundtables require a chair and a chair-elect. Other officers will be elected as deemed appropriate. Section and roundtable chairs are responsible for providing the NDLA Nominations, Elections, and Voting Committee with a slate of candidates for vacant offices. Elections will be conducted by ballot in accordance with the provisions outlined in these Bylaws (Article III, Sec. 2).

Section 4. Discontinuation

By a majority vote of the Executive Board at two consecutive Board meetings, a section or roundtable may be discontinued.

Section 5. Section and Roundtable Bylaws

Section and roundtable bylaws revisions are approved by the Executive Board after following procedures as specified in the Policies Handbook.

ARTICLE VIII - AFFILIATIONS

Section 1. Membership

The Association will maintain memberships in the following affiliated organizations and will discharge the duties and exercise the rights and privileges which pertain to these memberships.

A. The American Library Association (ALA). The North Dakota member of the Council of the American Library Association will be elected in the same manner as the officers of the

Association in accordance with the term and rules provided by ALA.

B. The Mountain Plains Library Association (MPLA). The North Dakota representative to MPLA will be elected in the same manner as the officers of the Association in accordance with the term and rules provided by MPLA.

Section 2. Duties

A. Representatives to affiliated organizations will assume their duties at the close of the annual meeting following their election.

B. The duties of the NDLA representative to affiliated organizations will be to represent NDLA at organization meetings and to report on these meetings at the annual NDLA meeting, in the official NDLA publication, and as otherwise required by the NDLA Executive Board.

Section 3. Affiliation Process

A. Upon the recommendation of the Executive Board and an affirmative vote of two-thirds majority of membership ballots returned, NDLA may affiliate with other associations/organizations.

B. Petitions from organizations or groups wishing to affiliate with NDLA will be presented to the membership. A majority of two-thirds of the registered members present will be necessary for ratification.

C. The Association may disaffiliate with an organization upon recommendation of the Executive Board and an affirmative vote of two-thirds of the membership ballots returned.

Section 4. Vacancies

Vacancies in office will be filled for the duration of an unexpired term by an appointment made by the Executive Board.

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