

CONSTITUTION

of the North Carolina Library Association

ARTICLE I. NAME

This organization shall be called the North Carolina Library Association.

ARTICLE II. PURPOSE

The purpose of the North Carolina Library Association shall be to promote libraries, library and information services, and librarianship; and to champion intellectual freedom and literacy programs.

ARTICLE III. GOALS

The Association shall pursue the following goals:

1. To provide a forum for discussing library-related issues;
2. To promote research and publication related to library and information science;
3. To provide opportunities for the professional growth of library personnel;
4. To support both formal and informal networks of libraries and librarians;
5. To identify and help resolve special concerns of minorities and women in the profession.

ARTICLE IV. MEMBERSHIP

1. Membership in the North Carolina Library Association shall consist of five classes: individual membership, institutional membership, contributing membership, honorary membership, and life membership. Only individual and life members shall have voting privileges.

2. **Individual.** Any person who is or has been officially connected with any library in a professional, nonprofessional, or clerical capacity, or any member of a library's governing or advisory body, or any student in a school of library science may, upon payment of dues, be entitled to individual membership as stated by the Bylaws and will have the right to vote.

3. **Institutional.** Any institution may become an institutional member upon payment of dues.

4. **Contributing.** Any individual, firm, or organization may, upon payment of dues, be entitled to contributing membership as stated in the Bylaws.

5. **Honorary.** The Membership Committee may recommend to the Executive Board for honorary, *non-voting* membership non-librarians who have made unusual contributions to library services. Such nominees may be elected by the Executive Board.

6. **Life.** The Membership Committee may recommend to the Executive Board for life membership, *with voting privileges*, persons who are no longer actively engaged in library work. Such nominees may be elected by the Executive Board.

ARTICLE V. OFFICERS

The officers of the Association shall be a President; a Vice-President, who shall be the President-Elect; a Secretary; a Treasurer; and two Directors-at-Large.

ARTICLE VI. EXECUTIVE BOARD

1. The officers of the Association, the past President, the representative of the Association to the American Library Association Council, the North Carolina member of the Executive Board of the Southeastern Library Association, the editor of *North Carolina Libraries*, and the chair of each section and round table shall constitute the Executive Board. A parliamentarian may be appointed by the President as a non-voting member. The Administrative Assistant shall serve as a non-voting ex officio member.

2. Members of the Executive Board shall serve until their successors take office.

3. The President of the Association shall be the chair of the Executive Board.

4. The Executive Board shall have the following powers and duties:

- a. To consider and develop plans for the

general work of the Association;

- b. To appoint in case of a vacancy in any office a member from the Association to fill the unexpired term until the next regular election;

- c. To transact the business of the Association within the limits of a budget system.

5. Business of the Association may also be transacted by the Executive Board through correspondence, provided that the proposed action be submitted in writing by the President to the members of the Executive Board, and that it be approved by a quorum of the Board.

6. The Executive Board shall act for the Association in intervals between meetings, make arrangements for the biennial meeting, and authorize the organization of sections or round tables by specialized interests within the Association.

7. The Executive Board shall have the authority to appoint an Administrative Assistant and to determine the responsibilities and remuneration of the position.

8. The Executive Board shall direct and provide for the publications of the Association and may have power to contract for such publications as may seem desirable for furthering the interests of the Association.

9. The Executive Board shall nominate an individual who has been selected by the Public Library Section to be named by the Governor to serve, with the chair of the Public Library Section and the chair of the North Carolina Public Library Trustees Association, as a member of the Public Librarian Certification Commission as required by the General Statutes of North Carolina (G.S.143B-68).

10. A majority of the voting members of the Executive Board shall constitute a quorum.

ARTICLE VII. EXECUTIVE COMMITTEE

1. The elected officers of the Association (President, Vice-President/President-Elect, Secretary, Treasurer, and the two Directors) shall constitute the Executive Committee.

2. The President of the Association shall be the chair of the Executive Committee.

3. The Executive Committee shall have the following powers and duties:

- a. To meet upon call of the President to act on matters of business which in the judgment of the President cannot be held until the next scheduled meeting of the Executive Board.

- b. To record its decisions and actions and transmit them to the Executive Board for its review and affirmation within 14 days or at the next meeting of the Executive Board, whichever comes first.

ARTICLE VIII. FINANCES

1. The Executive Board shall approve all encumbrances (any claims on property) and expenditures of Association funds, but may delegate to the President authority to approve encumbrances and expenditures.

2. The Executive Board shall administer the business affairs of the Association, and it shall have power in the intervals between meetings of the Association to act on all matters on which a majority of the members reach agreement.

3. The finances of the Association shall be handled under a budget system.

4. Funds shall be available to the President or the President's representative toward attending meetings to represent the Association. These funds must be included in the budget and approved by the Executive Board.

5. Funds shall be available to the Executive Board to administer the affairs of the Association.

6. No officer, committee, or member of the Association shall receive any funds or incur any expense for the Association not provided for in the Constitution unless authorized in writing by the President; nor shall the Treasurer or other authorized

person make any payment except for expenditures which have been so approved.

7. There shall be an annual audit of all accounts.

ARTICLE IX. AFFILIATIONS

1. The North Carolina Library Association shall hold chapter membership in the American Library Association and shall elect a representative to the ALA Council as provided in the ALA Constitution and Bylaws.

2. The North Carolina Library Association shall be a contributing member of the Southeastern Library Association and shall elect its representative to the SELA Executive Board as provided in the Constitution of the Southeastern Library Association.

3. The Executive Board of the North Carolina Library Association shall be empowered to enter into other affiliations as deemed beneficial to the Association.

ARTICLE X. SECTIONS AND ROUND TABLES

1. Sections and round tables of the Association may be organized by application, signed by 100 voting members of the Association, and approved by the Executive Board.

2. Each section shall represent a type of library or field of activity clearly distinct from that of other sections.

3. A round table shall represent a field of librarianship not within the scope of any single section.

4. The officers of the sections and round tables shall be elected by the membership of the section or round table. They shall be responsible for the program meetings and any other business of the section or round table.

5. The President of the Association may appoint officers if the section or round table fails to elect officers.

6. With the permission of the Executive Board, sections and round tables may charge fees for their purposes. Funds received will be earmarked and used at the discretion of the officers of the section or round table.

7. The Executive Board may discontinue a section or round table when in its opinion the usefulness of that section or round table has ceased, except that in the case of a section or round table that is still active the affirmative vote of a majority of members is required prior to the Executive Board's action.

ARTICLE XI. COMMITTEES

1. The President, with the advice of the Executive Board, shall appoint committee chairs and suggest other members except as otherwise provided. The President shall be an ex officio member of each committee with the exception of the Committee on Nominations.

2. **Standing Committees.** The Executive Board may establish standing committees to perform the continuing functions of the Association.

- a. Standing committees shall include the following:

- Archives
- Governmental Relations
- Conference
- Intellectual Freedom
- Constitution, Codes, and Handbook Revision
- Membership
- Publications
- Finance
- Scholarships

- b. Standing committees shall report to the Executive Board.

3. **Special Committees.** Special committees for specific purposes may be appointed at any time.

- a. The Committee on Nominations, to be appointed by the President each biennium, shall be considered a special committee.
- b. Special committees shall function until their purposes have been fulfilled.

ARTICLE XII. MEETINGS

1. There shall be a biennial meeting of the Association at such place and time as shall have been decided upon by the Executive Board.

2. Special meetings of the Association may be called by the President, by a quorum of the Executive Board, or on request of 50 members of the Association.

3. At least 30 days' notice shall be given for special meetings, and only business mentioned in the call shall be transacted.

4. Meetings of the Executive Board shall be held upon the

call of the President, or at the request of a quorum of the members of the Executive Board.

5. There shall be a minimum of four meetings of the Executive Board during the biennium.

6. One hundred voting members, representing at least 10 institutions, shall constitute a quorum of the North Carolina Library Association.

ARTICLE XIII. AMENDMENTS

1. Amendments to the Constitution may be voted on only

when a quorum of the Association is present, and shall require a two-thirds vote of the members present.

2. Notice of the proposed changes in the Constitution shall be mailed to the membership at least 30 days prior to the meeting at which a vote is to be taken on the proposed changes.

Revised October 30, 1987

Amended October 13, 1989

Amended November 15, 1991

Amended October 22, 1993

BYLAWS

of the North Carolina Library Association

ARTICLE I. ELECTIONS

1. The President, with the approval of the Executive Board, shall appoint a Committee on Nominations, which shall include representatives of the various types of libraries in the North Carolina Library Association, insofar as is practical.

2. **Officers.** The Committee on Nominations shall present, by November 1 of the year preceding the election, the names of two candidates for each office to be filled: Vice-President, Secretary, Treasurer (every four years) and two Directors-at-Large. In case the previously elected Vice-President is unable to assume the presidency, the Committee on Nominations shall present the names of two candidates for the office of President.

3. **American Library Association Council Member.** The NCLA representative to the ALA Council shall be elected for a four-year term as provided in the ALA Constitution and Bylaws. The Committee on Nominations shall present for this office the names of two candidates who are members of ALA and shall send to the American Library Association the name of the duly elected representative.

4. **Southeastern Library Association Executive Board Member.** The NCLA member of the Southeastern Library Association Executive Board shall be elected for a four-year term as provided in the Constitution of the Southeastern Library Association. The Committee on Nominations shall present for this office the names of two candidates who are members of SELA and shall send to the Southeastern Library Association the name of the duly elected representative.

5. The list of nominees shall be published in *North Carolina Libraries*.

6. Any member wishing to be placed on the ballot for any office shall obtain a minimum of 50 signatures of NCLA members and submit them to the chair of the Committee on Nominations by April 1 of the year of election. The Treasurer will verify the 50 signatures and notify the member that his or her name will be placed on the ballot.

7. Consent of nominees shall be obtained.

8. A ballot containing spaces for write-in candidates shall be mailed to voting members of the Association by May 1 prior to the biennial meeting.

9. Ballots shall be marked and returned by June 1.

10. Candidates receiving the majority of votes shall be declared elected and shall take office at the close of the biennial meeting.

11. In case of a tie vote, the successful candidate shall be determined by lot.

12. Election results shall be announced in *North Carolina Libraries*.

13. The term of office of all officers except the Treasurer shall commence at the adjournment of the biennial meeting following their election, or, if the biennial meeting cannot be held, upon their election. The term of office of the Treasurer shall commence at the end of the fiscal year following his election.

ARTICLE II. DUTIES OF OFFICERS

1. **President.** The President shall preside at all meetings of the Association, the Executive Board, and of the Executive

Committee. The President shall, with the advice of the Executive Board, appoint the editor of *North Carolina Libraries* and all committee chairs and suggest other committee members. Committees shall be appointed for special purposes and shall serve until the purposes are achieved. The President may execute mortgages, bonds, contracts, or other instruments which the Executive Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board or by the Constitution, Bylaws, or by statute, to some other officer or agent of the Association. In general the President shall perform all duties as may be prescribed by the Executive Board. The President is an ex officio member of all committees except the Committee on Nominations.

2. **Vice-President/President-Elect.** The Vice-President serves as President-Elect and presides in the absence of the President. If it becomes necessary for the Vice-President to complete the unexpired term of the President, the Vice-President shall also serve his or her own term as President. In the event of the Vice-President becoming President during the unexpired term of the elected President, the Executive Board shall appoint a Vice-President to serve until the next regular election is held.

3. **Secretary.** The Secretary shall keep a record of the meetings of the Executive Board, the Executive Committee, the biennial meetings, and any special meetings of the Association. The Secretary shall be responsible for receipt and deposit in the Association archives all correspondence, records, and archives not needed for current use. In case of a vacancy, the Executive Board shall appoint a Secretary to serve until the next regular election is held.

4. **Treasurer.** The Treasurer shall assist in the preparation of the budget and keep whatever records of the Association the President and the Executive Board deem necessary. The Treasurer will collect and disburse all funds of the Association under the instructions of the Executive Board and keep regular accounts, which at all times shall be open to the inspection of all members of the Executive Board. The Treasurer shall execute a bond in such sum as shall be set by the Executive Board, the cost to be paid by the Association, and shall contract annually for an audit of all accounts. The Treasurer shall be responsible for all membership records, shall serve as a member of the Finance Committee and shall perform such other duties and functions as may be prescribed by the Executive Board. The term of office shall be four years. In case of a vacancy, the Executive Board shall appoint a Treasurer to serve until the next regular election is held.

5. **Directors-at-Large.** The Directors shall serve as co-chairs of the Membership Committee and shall assume such other duties as are assigned by the President. In case of a vacancy, the Executive Board shall appoint a Director to serve until the next regular election is held.

ARTICLE III. MEMBERSHIP

1. Dues shall be collected on a biennial basis according to a schedule recommended by the Executive Board. Categories of membership shall include individual, institutional, contributing, honorary, and life. Honorary and life members are not assessed dues.

2. Each member is entitled to the choice of one section or round table at no additional cost.

3. Association members may be members of more than one section or round table by paying additional dues for each additional section or round table.

4. The fiscal year and the membership year shall be the calendar year.

5. Members whose dues are in arrears after April 1 of the last year of the biennium shall be dropped from the membership roll.

6. New memberships paid during the last quarter of the fiscal year shall be credited to the following year.

7. **Publications.** All members of the North Carolina Library Association shall receive the official periodical publication of the Association and any other publications that may be so designated. Subscriptions to *North Carolina Libraries* and single issues are available to non-members at a rate recommended by the Editorial Board and approved by the Executive Board.

8. No changes in the dues structure or policies regarding membership shall be made without approval of the membership by mail vote. A majority of the votes cast shall be required to make any such change. The Executive Board or the membership at any duly constituted meeting may initiate such procedure.

ARTICLE IV. SECTIONS AND ROUND TABLES

1. Sections and round tables must secure the approval of the Executive Board before making any declaration of policy which involves the Association as a whole, before soliciting or receiving funds, or before incurring any expense on behalf of the Association.

2. The secretaries of the sections and round tables shall submit copies of their important papers and reports to the Association archives located in the North Carolina State Library.

3. Sections and round tables shall adopt bylaws which meet the approval of the Executive Board of the Association.

4. The chairs of the sections and round tables shall submit all bills to the Treasurer for payment from their allocated funds. Bills in excess of allocated funds must have the prior approval of the Executive Board.

ARTICLE V. AMENDMENTS

1. Amendments to the Bylaws may be voted on only when a quorum is present and shall receive a majority vote of the members present.

2. Notice of the proposed change in the Bylaws shall be mailed to the membership at least 30 days prior to the meeting at which a vote is taken on the proposed change.

ARTICLE VI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, latest edition, shall be the governing authority in any matter not specifically covered by the Constitution and Bylaws of the Association.

Revised October 30, 1987

Amended November 15, 1991

Amended October 22, 1993