

# CONSTITUTION

## OF THE NORTH CAROLINA LIBRARY ASSOCIATION

October, 1969

### ARTICLE 1. NAME

This organization shall be called the North Carolina Library Association.

### ARTICLE II. OBJECT

Its object shall be to promote libraries and library service in North Carolina.

### ARTICLE III. MEMBERS

1. Membership in the North Carolina Library Association shall consist of four classes: individual membership, institutional membership, contributing membership, honorary membership. Only individual members 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 annual dues be entitled to individual membership as stated in the Bylaws and will have the right to vote.

3. *Institutional.* Any institution may become an institutional member upon payment of the annual dues of the Association and upon meeting the requirements for membership as stated in the Bylaws.

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

5. *Honorary.* The Honorary membership Committee may recommend for honorary membership persons who are no longer actively engaged in library work or non-librarians who have made unusual contributions to library services. Such nominees may be elected by the Executive Board.

### ARTICLE IV. OFFICERS

1. The officers of the Association shall consist of a President; a first Vice-President, who shall be the President-Elect; a second Vice-President; a Secretary and a Treasurer.

2. They are to be elected by ballot, to serve for two years.

### ARTICLE V. EXECUTIVE BOARD

1. *Personnel.* The officers of the Association, the past President, two Directors elected by the Association at large, and the representative of the Association to the A. L. A. Council shall constitute an Executive Board. The North Carolina member of the Executive Board of the Southeastern Library Association and the Editor of NORTH CAROLINA LIBRARIES shall serve as ex-officio and nonvoting members of the Executive Board.

2. They shall serve until their successors take office.

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

4. *Powers and Duties.* The Executive Board shall have power:

- a. To consider and mature 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 establish, maintain and staff a Headquarters Office for the Association.
- d. To define the duties, responsibilities and salaries of the Headquarters personnel.
- e. 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 Library Association.

7. 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.

8. *Quorum.* Five members of the Executive Board shall constitute a quorum.

9. *Representatives to the North Carolina Library Certification Board.* The Executive Board shall appoint a librarian to serve, with the President of the Association, as a member of the North Carolina Library Certification Board in accordance with the General Statutes of North Carolina.

## ARTICLE VI. 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 of expenditures.

2. The Executive Board shall administer the business affairs of the Association, and it shall have power in the interval between the meetings of the Association to act on all matters on which five of the nine 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 his 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 through a Headquarters Office.

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 author-

ized in writing by the President; nor shall the Treasurer or other authorized person make any payment except for expenditures which have been so approved.

## ARTICLE VII. AFFILIATIONS

1. The North Carolina Library Association shall be a contributing member of the American Library Association.
2. The North Carolina Library Association shall hold chapter membership in the American Library Association, and shall elect its Councilor as provided in the A. L. A. Constitution and Bylaws.
3. The North Carolina Library Association shall be a contributing member of the Southeastern Library Association.
4. The North Carolina Library Association shall be a member of the N. C. Legislative Council upon payment of its annual dues, and it shall appoint representatives to the Council as fixed by the Council.

## ARTICLE VIII. SECTIONS AND ROUND TABLES

1. Sections of the Association may be organized upon application, signed by fifty 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. Round Tables of the Association may be organized upon application, signed by fifteen voting members of the Association and approved by the Executive Board.
4. A Round Table shall represent a field of librarianship not within the scope of any single section.
5. The officers of the Sections and Round Tables shall be a Chairman and a Secretary, who shall be elected by the membership of the Section or Round Table, and who shall be responsible for the program meetings and any other business of the Section or Round Table. Other officers may be added at the discretion of the Section or Round Table.
6. The President of the Association may appoint a Chairman and a Secretary if the Section or Round Table fails to elect officers.
7. With the permission of the Executive Board, Sections and Round Tables may charge fees or dues for their purposes. Funds received will be earmarked and used at the discretion of the officers of the Section or Round Table.
8. 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 a majority of affirmative votes of members of a Section or Round Table that is still active be required prior to the Executive Board's action.

## ARTICLE IX. 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. *Quorum.* One hundred voting members, representing at least ten institutions shall constitute a quorum of the North Carolina Library Association.

## ARTICLE X. 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.

## BYLAWS

### 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, in so far as is practical.

2. The first Vice-President shall be the President-Elect.

3. Officers. The Committee on Nominations shall present the names of two candidates for each of the following offices: First Vice-President, Second Vice-President, Secretary, Treasurer and two Directors at large.

In case the First Vice-President is unable to assume the Presidency, the Committee on Nominations shall present the names of two candidates for the office of President.

4. *A. L. A. Council Member.* The N. C. L. A. representative to the A. L. A. Council shall be elected for a four-year term as provided in the A. L. A. Constitution and Bylaws. The names of two candidates shall be presented for this office.

5. Consent of the nominees shall be obtained.

6. A ballot containing spaces for further nominations shall be prepared by Headquarters Office and mailed to voting members of the Association by May first prior to the biennial meeting.

7. Ballots shall be marked and returned to the Headquarters Office within one month after they have been mailed out.

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

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

10. If the regular meeting is cancelled, elections shall be conducted within the two months prior to the normal time for such meeting; and the successful candidates shall be announced in the following issue of the Association's official publication.

## ARTICLE II. DUTIES OF OFFICERS

1. *President.* The President shall preside at all meetings of the Association and of the Executive Board. He shall, with the advice of the Executive Board, appoint all committee chairmen and suggest other committee members. Duties of committees shall be outlined by the President and the Executive Board. Special committees shall be appointed for special purposes and shall serve until the purposes are achieved. The President may dissolve committees which do not function. The President shall execute with any other designated or proper officer of the Board, any deeds, 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 he shall perform all duties implied in the office of President and such other duties as may be prescribed by the Executive Board.

2. The President is ex-officio a member of all committees except the Committee on Nominations.

3. The President shall serve as a member of the North Carolina Library Certification Board, as provided by law.

4. *First Vice-President.* In the absence of the President or in event of his inability to act, the First Vice-President who shall be President-elect, shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to all of the restrictions upon the President. When the President wishes to relinquish the chair for a specific purpose, the First Vice-President shall preside. While he is in the chair, he shall have all the powers of, and be subject to all of the restrictions upon the President. The First Vice-President shall be chairman of the Program Committee for the Biennial Conference. He shall perform such other duties as may be prescribed by the President or the Executive Board.

5. *Second Vice-President.* In the absence of the President or First Vice-President, or in the event of their inability to act, the Second Vice-President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all of the restrictions upon the President. When the First Vice-President is presiding and wishes to relinquish the chair, the Second Vice-President shall preside. While he is in the chair, he shall have all the powers of, and be subject to all of the restrictions upon the President. The Second Vice-President shall be chairman of the Membership Committee. He shall perform such other duties as may be prescribed by the President or the Executive Board.

6. *Secretary.* The Secretary shall keep a record of the meetings of the Executive Board, and the biennial meetings and any special meetings of the Association.

7. *Treasurer.* The Treasurer shall assist in the preparation of the budget; he shall keep whatever financial records of the Association the President and the Executive Board deem necessary; and shall perform such other duties as the Executive Board may prescribe.

8. *Executive Officer.* The Executive Board will designate the title for the chief administrative officer of the Association. He shall maintain and operate the Headquarters Office of the Association, under the policies established and formulated by the Executive Board. He 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. He shall handle and keep all membership records. He shall execute a bond in such sum as shall be set by the Executive Board, the cost to be paid by the Association. He shall perform such other duties and functions as may be prescribed by the Executive Board.

9. The Headquarters Office shall send one copy of the report of the biennial meeting and special meetings of the Association to the LIBRARY JOURNAL, one copy to the AMERICAN LIBRARY ASSOCIATION BULLETIN, one copy to the SOUTH-EASTERN LIBRARY ASSOCIATION, one copy to the President who will keep it on file, and file one copy at the Headquarters Office.

10. The term of office of all officers shall commence at the adjournment of the biennial meeting following their election, or if the biennial meeting cannot be held, upon their election.

11. As soon as the ballots have been counted, and the representatives to the American Library Association Council established, the Headquarters Office shall send to the American Library Association the name of the duly elected representative.

12. The administrative officer (Executive Secretary) and any other persons designated by the Executive Board shall be bonded, the cost to be paid by the Association.

13. The officers and committee chairmen shall deposit in the Association archives located in the North Carolina State Library all correspondence, records, and archives not needed for current use.

### ARTICLE III. MEMBERSHIP

#### 1. *Dues*

##### a. Individual member

(1) Persons employed in any capacity in a library. \$5.00

(2) Retired librarians, trustees, "Friends of Library" members, and library school students and other librarians \$3.00

##### b. Institutional member.

Any library in the state, public, college, university, school, or special. The annual dues shall be based upon the annual operating budget:

\$ 50,000 and under*	\$ 5.00
\$ 50,001-\$100,000	\$10.00
\$100,001 up	\$15.00

All institutional members will receive the official publications of the Association.

\*Branches of libraries holding library institutional membership.

##### c. Contributing members.

Any individual, association, firm or organization interested in the work of the Association. \$15.00

##### d. Honorary member.

No dues.



2. The Association shall allot to the Sections fifty cents from the annual dues of individual and institutional members according to the Section chosen by the members when dues are paid. Each member is entitled to the choice of one Section, and becomes a member of that Section upon stating the choice.

3. Association members may be members of additional Sections by paying additional dues of fifty cents for each Section to the Association and designating the Sections.

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

5. Members whose dues are in arrears after April 1, shall be dropped from the membership roll.

6. There shall be a registration fee for each person attending biennial meetings. This fee shall be established by the Executive Board.

7. Students of Library Science attending the biennial meeting shall pay a registration fee of fifty cents each.

8. New Memberships paid during the last quarter of the fiscal year shall be credited to the following year.

9. *Publications.* All members of the North Carolina Library Association shall receive the official periodical publication of the Association or any other publications that may be so designated. Subscriptions to NORTH CAROLINA LIBRARIES are available to non-members at \$3.00 per year or \$1.00 per issue.

10. No changes in the policies or traditions regarding membership shall be made without approval of the membership by a 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 to the Headquarters Office of the North Carolina Library Association their important papers and reports.

3. Sections and Round Tables shall adopt Bylaws which meet the approval of the Executive Board of the Association.

4. The Chairmen of the Sections and Round Tables shall submit all bills to the Headquarters Office 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. Notices 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 to be taken on the proposed change.

#### ARTICLE VI. PARLIAMENTARY AUTHORITY

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