

CONSTITUTION AND BY-LAWS
of the
North Carolina Library Association

CONSTITUTION

ARTICLE I. 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 be divided into three classes: individual membership, institutional membership and honorary membership.

2. *Individual.* Any person interested in library advancement may become a member, with a right to vote, upon payment of the annual dues of the Association, and upon meeting the requirements for membership as stated in the By-Laws.

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 By-Laws.

An institutional member shall be entitled to send one delegate to the meetings of the Association with full powers of membership.

4. *Honorary.* On nomination of the Executive Board, persons who have rendered important service to the library interests of the State, but who are not at the time actively engaged in library work in the State, may be elected honorary members by a majority vote of a mailed ballot.

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 Recording Secretary; a Corresponding Secretary and a Treasurer.

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

NORTH CAROLINA LIBRARIES

ARTICLE V. EXECUTIVE BOARD

1. *Personnel.* The officers of the Association, the past President, two Directors elected by the Association at large, and the representatives of the Association to the A.L.A. Council shall constitute an 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 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. *Appointment of North Carolina Library Commission members.* The Executive Board shall appoint members of the North Carolina Library Commission in accordance with the General Statutes of North Carolina.
10. *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 or 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 library meetings to represent the Association. These funds must be included in the budget and approved by the Executive Board.
5. 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 make any payment except for expenditures so authorized.

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 Councilors for representation on the A.L.A. Council.

NORTH CAROLINA LIBRARIES

3. The North Carolina Library Association shall be a contributing member of the Southeastern Library Association.

ARTICLE VIII. SECTIONS AND ROUND TABLES

1. Sections and Round Tables of the Association may be organized upon application to and approval of the Executive Board.

2. Each Section and Round Table shall represent a field of activity in general distinct from that of other sections.

3. 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 of the Section or Round Table.

4. Other officers may be added at the discretion of the Section or Round Table.

5. The President of the Association may appoint a Chairman and a Secretary 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 or dues for their purposes.

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.* Fifty voting members, representing at least five 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.

BY-LAWS

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, Recording Secretary, Corresponding Secretary, Treasurer and for two Directors at large.

4. *A.L.A. Council Members.* The first Council member to the A.L.A. shall be the President of the N.C.L.A. who shall serve as representative to the A.L.A. Council for his term of office.

If additional Council members are allowed, the Committee on Nominations shall present the names of two candidates for each additional position on the A.L.A. Council.

5. Consent of the nominees shall be obtained.

NORTH CAROLINA LIBRARIES

6. A ballot containing spaces for further nominations shall be prepared and mailed to voting members of the Association two months prior to the biennial meeting.

7. Ballots shall be marked and returned to the Chairman of the Committee on Nominations 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. The duties of all officers shall be such as usually devolve upon them in similar organizations.

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

3. The President shall, with the advice of the Executive Board, appoint such committees as may be necessary to carry on the work of the Association and define their duties. Committees may be discontinued when conditions require such action.

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

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

6. The President shall serve as a Council member of the American Library Association for his term of office.

7. The Secretary shall prepare a report of the biennial meeting or any special meetings of the Association; he shall send one copy to the *Library Journal*, one copy to the *American Library Association Bulletin*, and one copy to the President, who will keep it on file.

8. As soon as the ballots shall have been counted, and the representatives to the American Library Association Council have been established, the Corresponding Secretary shall notify the American Library Association who these representatives will be, together with their terms of office.

9. The Treasurer shall be bonded.

10. The officers of the Association shall deposit in the North Carolina Library Commission offices all correspondence, records, and archives not needed for current use.

ARTICLE III. MEMBERSHIP

1. *Dues.* Dues of individual members shall be \$2.00 a year.

2. Dues of institutional members shall be \$3.00 a year.

3. Honorary members shall pay no dues.

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

5. Delinquent members shall be notified of their delinquency.

6. Members in arrears for more than one year shall be dropped from the membership roll.

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

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

NORTH CAROLINA LIBRARIES

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

10. *Publications.* 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.

11. No changes in the policies or traditions regarding individual or institutional 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 file with the Recording Secretary of the North Carolina Library Association their important papers and reports.

ARTICLE V. AMENDMENTS

1. Amendments to the By-Laws 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 By-Laws 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

Roberts' Rules of Order, latest revision, shall be the governing authority in any matter not specifically covered by this Constitution and By-Laws.
