

**ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
LOUISIANA CHAPTER**

BY-LAWS

(AS AMENDED NOVEMBER 2008)

ARTICLE I. NAME

The name of this organization shall be the Association of College and Research Libraries–Louisiana Chapter (henceforth, the “Chapter”), an affiliate of the national Association of College and Research Libraries (henceforth, the ACRL). The Chapter’s acronym for all official purposes will be ACRL–LA.

ARTICLE II. OBJECT

The object of the Chapter shall be the advancement of common interests of the libraries and library staff in higher education and independent research libraries. The Chapter shall be operated as a nonprofit entity exclusively for this object.

ARTICLE III. MEMBERSHIP.

Section 1. Qualifications.

A. The Chapter shall consist of regular members and student members.

1. The Chapter recognizes national ACRL personal members residing in Louisiana or working in Louisiana libraries as automatic Chapter members who are not required to pay Chapter dues.

2. Non–ACRL personal members interested in academic and research libraries and librarianship in Louisiana may become a member by paying Chapter dues.

3. Students enrolled in library schools in Louisiana may join the Chapter by paying dues established for student members.

B. All members as described in Article III.Sec.A.1 shall each be entitled to access the Chapter’s *Newsletter*, as well as any unpriced publications. Libraries and other institutions, organizations, and individuals may subscribe to the Chapter’s publications without acquiring membership, at a rate of subscription to be determined by the Executive Board.

Section 2. Dues.

A. The Executive Board shall set the dues. The membership year of the Chapter shall be from July 1st through June 30th.

B. The Executive Board shall establish the rates charged to members and non–members of the Chapter for attendance at programs.

ARTICLE IV. MEETINGS.

Section 1. Frequency.

The Chapter will meet annually. The Chapter may hold other meetings as necessary at the request of the President or through the majority vote of the Executive Board. The membership will be given at least 30 days written notice of any additional meetings specifying time, place, and purpose. The Chapter will hold an annual business meeting in the fall.

ARTICLE V. OFFICERS.

Section 1. Officers.

The executive officers of the Chapter shall be a President, Vice President/President-Elect, and a Secretary/Treasurer. Officers must be members of the Chapter and the ACRL.

Section 2. Duties.

A. The President shall conduct meetings, submit the budget request and other reports to the national ACRL, appoint Chairs of Standing or Special Committees, and Chapter Liaisons contingent on the approval of the Executive Board of the Chapter. The President shall also share the responsibility with the Vice President/President-Elect for coordinating the development of workshops and programs. The President is the Chapter's official representative to the ACRL and serves as ex-officio member of all Chapter committees except the Nominations and Elections Committee.

B. The Vice-President/President-Elect shall share the responsibility with the current President for coordinating the development of workshops and programs. Other responsibilities shall include conducting meetings in the President's absence, and appointing Chairs of the Nominations and Elections Committee.

C. The Past-President shall serve as Parliamentarian, advising according to *Robert's Rules of Order* (revised).

D. The Secretary/Treasurer shall collect dues, compile the official membership roster, do mailings, take minutes at meetings, and make the financial report to the Chapter at the annual meeting.

Section 3. Terms of Office.

The membership of the Chapter shall elect the officers. The President, Vice President/President-Elect, and Secretary/Treasurer serve two-year terms. The term of Office for elective and appointive positions of the Chapter shall be from July 1st through June 30th.

Section 4. Vacancies.

In the event that the President does not complete her/his term of office, the Vice-President will succeed as President, complete that term and serve the full two-year term of ordinary succession. If the Vice-President, or both the President and Vice-President-and/or the Secretary-Treasurer do not complete their term(s) of office, a special election (see Section 6) will be held to replace each of the officers, unless the vacancy in the office occurs during the last six months of the term. If a Chair or member(s) of a Standing Committee cannot complete the term of appointment, the President shall appoint a new Chair or member(s) to serve out the two-year term.

ARTICLE VI. EXECUTIVE BOARD.

Members of the Executive Board shall consist of the Officers of the Chapter, the Past President of the Chapter, and Chairperson(s) of the Standing Committees. All members of the Executive Board shall be voting members. The Executive Board shall meet twice a year, and other times as deemed necessary by the President.

ARTICLE VII. STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees.

Standing Committees can be created by amendment to the By-Laws only. The President, with the approval of the Executive Board, shall appoint Chairs to Standing Committees. Standing Committees are as follows:

A. By-Laws. This Committee shall be responsible for proposing amendments to the Chapter's By-Laws. It shall consist of three members, one of whom serves as Chair.

B. Nominations and Elections. This Committee shall solicit nominations from the membership, prepare the slate of nominees, and conduct elections. The Nominations and Elections Committee shall have three members with one member serving as Chair.

C. Publicity and Publications. This Committee shall work with the Executive Board and the Program Committee to publicize the activities and meetings of the Chapter. The Vice-President/President Elect, the *Newsletter* Editor, and the Website Organizer(s) shall be members of this Committee, and the Chair position will rotate between the *Newsletter* Editor and the Website Organizer. The Editor of any serial publication produced by the Chapter will also be a voting member of the Publicity Committee. This Committee has the responsibility of maintaining the Chapter archives, including all documentation (program flyers, letters, Chapter minutes, among other records). A permanent archive shall be maintained in a central location as well as an electronic repository.

D. Special Projects. This Committee shall work with the Executive Board on various projects deemed necessary or beneficial by the Executive Board. This Committee will also be responsible for recruiting new members to the Chapter.

Section 2. Special Committees.

The Executive Board shall appoint Special Committees to be charged with specific projects.

Section 3. Terms of Office.

Members of Standing Committees shall serve for two years concurrent with the term of the President. Members of Committees need not be ACRL members. Committee Chairs shall submit to the Executive Board a written annual report.

ARTICLE VIII. CHAPTER LIAISONS.

Section 1. LLA Liaison.

The President, with the approval of the Executive Board, shall appoint a member to act as a Liaison with the Louisiana Library Association. The duties of the LLA Liaison shall be to plan and coordinate jointly sponsored activities and programs and to facilitate communication between the two organizations. The LLA Liaison shall be a member of the LLA.

Section 2. Optional Liaisons.

The President, with the approval of the Executive Board, can create optional liaisons when appropriate.

ARTICLE IX. NOMINATIONS AND ELECTIONS.

Section 1. The Nominations and Elections Committee.

The Nominations and Elections Committee, appointed by the Vice-President/President-Elect, shall present candidates for the position of Vice-President/President-Elect and Secretary/Treasurer. The Committee will adhere to the following timetable for the conduct of elections:

90 days prior to installation of new officers: Call for nominations

60 days prior to the installation of new officers: The official slate is submitted. The committee announces a petition for other candidates not represented on official slate.

45 days prior to the installation of new officers: Petition for other candidates due. Ballot is finalized.

30 days prior to the installation of new officers: Election is held via online ballot. Election results are finalized. New officers are elected. All members immediately notified of election results.

Section 3. Voting.

All personal members of the Chapter are eligible to one vote.

Members cannot vote for a write-in candidate.

Section 4. Calculating Election Results.

A simple majority shall decide the winner in an election. In case of a tie the candidates will be elected by the drawing of lots in a fair and impartial manner as determined by the Executive Board.

Results of elections must be reported within one week after the closing date of the election. The Committee shall provide a written notice of those elected in the Chapter's *Newsletter*.

Section 5. Special Elections

In the event that one elected office or more should be vacated prior to the last six months of a two-year term, the Nominations and Elections Committee will immediately hold a separate or concurrent special election as necessary to replace the officer(s). The exigency of vacancy requires that the process of a special election from nominations to preparation, posting, casting and counting of ballots must be expeditious.

ARTICLE X. AMENDMENTS.

All proposals for amending the By-Laws shall be referred to the By-Laws Committee. Written notice of the text of the amendment shall be provided to members at least one month before consideration. All proposals for amending the By-Laws may be amended by a majority vote of the members at either the annual meeting or by a majority vote via the Chapter's website.

ARTICLE XI. OFFICIAL PUBLICATIONS.

The Chapter will produce the *Newsletter* and a website, and any other publications deemed necessary or beneficial by the Executive Board.

ARTICLE XII. PARLIAMENTARY AUTHORITY.

Robert's Rules of Order (revised), in the latest edition, shall govern all meetings of the Chapter, Executive Board, and committees, where these rules are applicable and not inconsistent with these By-Laws. The Past-President will serve as Parliamentarian.

Revised: 1982

Reviewed: 1984

Revised: 1997

Revised: 2001

Revised: 2007

Revised: 2008