

ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES LOUISIANA CHAPTER BYLAWS

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 – PURPOSE

The Association of College and Research Libraries Louisiana Chapter is dedicated to the advancement of Academic Librarianship in the State of Louisiana for the betterment of students, scholars, professors, and Librarians. The Chapter shall be operated as a nonprofit entity exclusively for this purpose.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Membership

1. Term of Membership: The membership year shall be January 1–December 31. Membership levels include: Full and Student.
2. Full Membership: Anyone who lives in Louisiana and works in or is interested in academic libraries is eligible to join by paying appropriate Chapter dues. Individual ACRL national members residing in Louisiana or working in Louisiana libraries are automatically full members of the Chapter and are not required to pay Chapter dues so long as said ACRL members register with the Chapter.
3. Student Membership: Students enrolled in library schools in Louisiana may join the Chapter by paying appropriate Chapter dues. Louisiana undergraduates and graduates in other fields who are interested in academic and research libraries and librarianship may also become student members.

Section 2. Dues

1. Chapter dues shall be assessed annually, as approved by the Executive Board. The membership year shall be January 1–December 31. Only full chapter members shall be eligible to hold elective office or be appointed to Chair a committee. All Chapter members shall be eligible to vote.
2. Chapter program fees shall be assessed annually, as approved by the Executive Board.

ARTICLE IV – MEETINGS

Section 1. Frequency

The Chapter's membership 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 of the Executive Board and committee chairs before the end of the membership year.

ARTICLE V – OFFICERS

Section 1. Officers

The officers shall be a President, a Vice President/President-Elect, a Past President, a Secretary, and a Treasurer. Officers must be members of the chapter and hold a professional position in an academic library at the time of election.

Section 2. Duties

1. The President shall conduct meetings, appoint Chairs of Standing or Ad Hoc 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 standing committees except the Membership and Elections Committee. The President is responsible for submitting an annual report on the Chapters' activities and the annual budget request to ACRL. The President serves as a member of the ACRL Chapters Council and shares a vote on the council with the Vice President/President-Elect. As such, the President must be a national member of ACRL.
2. The Vice President/President-Elect shall share the responsibility with the current President for coordinating the development of workshops and programs. The Vice President/President-Elect shall also be responsible for holding the Chapters' elections. Other responsibilities shall include conducting meetings in the President's absence. The Vice President/President-Elect serves as a member of the ACRL Chapters Council and shares a vote on the council with the President. As such, the Vice President/President-Elect must be a national member of ACRL.
3. The Secretary shall compile the official membership roster and take minutes at meetings. The Secretary shall also be Chair of the Membership Committee.
4. The Treasurer shall collect dues, create financial summaries to the Chapter when necessary, and make the financial report to the Chapter at the annual meeting.

5. The Past President will coordinate all Ad Hoc Committees and will be those committees' chairs' liaison on the Executive Board. As such, the Past-President will gather all reports from Ad Hoc Committee chairs and will present those reports at Executive Board meetings.

Section 3. Terms of Office

The membership of the Chapter shall elect the officers. The President, Vice President/President-Elect, and Past-President serve one-year terms. The Secretary and Treasurer serve two-year terms. The term of Office for elective and appointive positions of the Chapter shall be from September 1–August 31.

Section 4. Vacancies

The Vice President/President-Elect shall fill any vacancy in the Presidency. In the event that the Vice President/President-Elect cannot continue in their position or assume the presidency, the President shall recommend to the Executive Board the Secretary or Treasurer or an acting replacement if the vacancy occurs during the first year of the Vice President/President-Elect's term. The interim Vice President shall serve until the next election occurs. If the vacancy occurs in the second year of the term, a special election will be held to elect a new Vice President/President-Elect. The Executive Board shall appoint interim replacements for any other vacant offices. In the event that any other member of the Executive Board cannot complete a term, the President shall recommend to the Executive Board an interim successor until the next election occurs.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Members

Members of the Executive Board shall consist of the Officers of the Chapter, Chairperson(s) of the Standing Committees, the Chapter's Website Administrator/Communications Manager, and the Chapter's Journal Editor. The Chapter's Officers shall appoint the Website Administrator/Communications Manager and Journal Editor. All members of the Executive Board shall be voting members. The Executive Board shall meet at least twice a year.

Section 2. Duties

1. The Website Administrator/Communications Manager shall add content to the website, compile the public-facing member directory, maintain the website backend, update/upgrade the content management system platform as needed, and manage social media. The Website Administrator/Communications Manager shall also serve as the Chapter's Archivist, using the website as a repository. The Website Administrator/Communications Manager shall also work with the Journal Editor on making the journal's content available through the website. The Website Administrator/Communications Manager shall also serve as Past-Web

Administrator/Communications Managers as needed to provide guidance to an incoming Web Administrator/Communications Manager for their first year in the position.

2. The Journal Editor is responsible for overseeing and coordinating tasks related to the pre-publication and publication processes of the Chapters' journal, which is open access and employs a double-blind peer-review process.

Section 3. Terms of Appointment

The Website Administrator/Communications Manager shall serve a two-year term with the option to be reappointed to a second term. The Journal Editor will serve at the behest of the Chapters' officers.

ARTICLE VII – STANDING AND AD HOC COMMITTEES

Section 1. Standing Committees.

The President, with the approval of the Executive Board, shall appoint Chairs of Standing Committees, with the exception of the Membership Committee. The Chairs of Standing Committees, with the approval of the Executive Board, shall appoint members of their committee. Standing Committees are as follows:

1. Bylaws. This Committee shall be responsible for proposing amendments to the Chapter's Bylaws. It shall endeavor to consist of at least three members, one of whom serves as Chair.
2. Membership. This Committee shall recruit potential members and run membership drives and campaigns. The Secretary shall be the Chair of the Membership Committee.
3. Awards. This Committee shall present award possibilities to the Executive Board for approval. This Committee will also be responsible for determining winners of all Chapter awards and for presenting those awards.
4. Research Forum. This Committee shall be responsible for planning the Research Forum.

Section 2. Ad Hoc Committees

The Executive Board shall create Ad Hoc Committees and appoint their Chairs in order to better carry on the work of the Chapter. Committee Chairs of Ad Hoc Committees report directly to the Past-President or another officer designated by the Executive Board.

Section 3. Terms of Office

Chairs of Standing Committees shall serve for two years. Chairs of Standing Committees must be full members of the Chapter. Members of Standing Committees can be full or student members of the Chapter. Committee Chairs shall submit to the President reports on their

activities as requested, which will then be disseminated to the Executive Board and the Chapter membership.

ARTICLE VIII – CHAPTER LIAISONS

Section 1. LLA Liaison

The President, with the approval of the Executive Board, shall appoint a full 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 also be a member of the LLA.

Section 2. Optional Liaisons

1. Legislative Liaison. Should members express written interest to the Executive Board, The President, with the approval of the Executive Board, shall appoint a member to act as a Legislative Liaison for the Association. The duty of the Legislative Liaison shall be to keep membership aware of current legislation pertinent to the profession.
2. SLIS Liaison. Should student members express written interest to the President, the President, with the approval of the Executive Board, shall appoint a SLIS student to act as a Liaison between SLIS and ACRL–LA. The duties of the SLIS Liaison shall be to attend Executive Board meetings when possible, and to inform Louisiana State University library and information science students of ACRL–LA activities and programs, and to encourage student membership.

ARTICLE IX – ELECTIONS

Section 1. Responsibility for Elections

The Vice President/President-Elect shall present candidates for the positions of Vice President/President-Elect, Secretary, and Treasurer. The Vice President/President-Elect shall submit the slate of candidates to the Executive Board at least 90 days prior to the installation of new officers. Any eligible member may nominate themselves or another member for office through the Vice President/President-Elect.

Section 2. Selection of Candidates

The Vice President/President-Elect shall endeavor to present at least two candidates for each Office filled and shall also provide on the ballot a space for write-in candidates.

Section 3. Conducting Elections

The Vice President/President-Elect shall conduct elections through a ballot on the Chapter's website, posted 60 days to the installation of new officers Information about the candidates shall

be posted on the website prior to the election. To be counted, members must vote by midnight following the posted election deadline on the website.

Section 4. Voting

All members of the Chapter are eligible to one vote.

Section 5. Calculating Election Results

A simple majority shall decide the winner in the election. In case of a tie, the Executive Board shall vote on a candidate. The Committee shall provide a written notice of those elected. The President will submit a list of its officers to the ACRL office within one month of the election.

Section 6. Special Elections

In the event that the Vice President/President-Elect cannot assume the presidency or vacates their appointment within the second year of their term, a special election will be held to fill the vacancy. Special elections will follow the same requirements as regular elections, except that they may take place at any point in the membership year and shall be the responsibility of the President.

ARTICLE X – AMENDMENTS

All proposals for amending the Bylaws shall be referred to the Bylaws Committee Chair. Written notice of the text of the amendment shall be provided to members at least one month before consideration. All proposed emendations to the Bylaws must be approved by a majority vote of the members at either the annual meeting or via the Chapter's website.

ARTICLE XI – OFFICIAL PUBLICATIONS

The Chapter will produce a website, and any other publications deemed necessary or beneficial by the Executive Board. The chapter publishes its journal, *Codex: The Journal of the Louisiana Chapter of the ACRL*, to facilitate scholarly communication and provide an open-access venue for researchers and scholars interested in academic librarianship and libraries. Started in 2009, the journal represents the ACRL-LA's dedication to the promotion and support of all things pertaining to academic librarianship and libraries as well as its continuing interest in new technologies and opportunities available to library scholars and researchers.

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 Bylaws.

Revised: 1982

Reviewed: 1984

Revised: 1997

Revised: 2001

Revised: 2007

Revised: 2008

Revised: 2009

Revised: 2010

Revised: 2013

Revised: 2021

Revised: 2024