

AZALEA COAST LIBRARY ASSOCIATION

Bylaws

Article I

Purpose of the Association

The name of this association shall be Azalea Coast Library Association. The purpose of the Association is to promote the advancement and principles of librarianship in southeastern North Carolina. The Association exists to provide a forum for library personnel to share ideas, create and coordinate education and training opportunities, and foster collaboration among libraries in the region.

Article II

Membership

Membership is open to any individual interested in libraries of southeastern North Carolina. Voting members are those in attendance at meetings who are employed by or retired from a library and registered on the Association's listserv. Members may resign by unsubscribing to the listserv.

Article III

Meetings

Section 1. Place of Meetings. Meetings will be hosted by members at various libraries. Every effort will be made to rotate among the libraries in the area when selecting program sites.

Section 2. Frequency of Meetings. Meetings will be held at least four times a year.

Section 3. Notice of Meetings. Meetings will be announced on the Association's listserv as well as other listservs deemed appropriate. The Program Committee may also promote events through other media.

Article IV

Officers

Section 1. Officers and Duties. The officers of the Association shall be a Chair, Vice-chair/Chair-elect, Secretary, Webmaster, Treasurer, and Listserv Manager. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

Section 2. Terms and limitations. Each officer shall hold office for two years or until his/her death or resignation from office, except in the case of the Treasurer, which can be held for two consecutive terms for a total of four (4) years if re-elected. No member shall hold more than one office at a time, and no member shall be eligible to serve consecutive terms in the same office, again, except in the case of the Treasurer.

Section 3. Eligibility and Election of officers. All voting members are eligible to serve as officers. Nomination and election of new officers will be held by voice vote at the summer meeting of even numbered years.

Section 4. Chair. The duties of this office shall be to preside at all meetings and to oversee the operations of the Association.

Section 5. Vice-chair/Chair-elect. The duties of this office shall be to preside at regular meetings in the absence of the Chair, and to assume the duties of the Chair if he/she cannot fulfill the term of office. The Vice-chair/Chair-elect shall oversee the Program Committee and the program meetings of the Association. He/She will automatically succeed to the office of Chair at the meeting in which new officers are elected.

Section 6. Secretary. The duties of this office shall be to take minutes at the regular meetings and at Executive Board meetings and to make these minutes available to the full membership. The Secretary shall have general charge of the records of the Association.

Section 7. Webmaster: The duties of this office shall be to provide technical maintenance and updating of the website, website training and content creation support, other technology support, such as implementation recommendations, and training on technology. The Webmaster will also provide oversight on various existing and future technologies (i.e., Facebook, Twitter, YouTube) by opening accounts, maintaining administrators, providing recommendations for content, and setting contribution guidelines with the approval of the Executive Board.

Section 8. Treasurer: The duties of this office shall be to complete all financial transactions, including tax returns if needed, pay all bills, manage invested funds, maintain all financial records for the Association, prepare regular financial reports for the Quarterly Meetings, and execute financial procedures established by the Executive Board. The Treasurer position can be held for two consecutive terms for a total of four (4) years if re-elected.

Section 9. Listserv Manager: The duties for this office will be to maintain communication among the membership through managing the Association's listserv.

Article V Committees

Section 1. Executive Committee. This committee shall consist of the Chair, Vice-chair/Chair-elect, and Secretary, Webmaster, Treasurer, and Listserv Manager.

Section 2. Program Committee. This committee shall consist of representatives from a cross-section of library types. The Vice-chair/Chair-elect will appoint and chair this committee.

Section 3. Other Committees. Such other committees shall be appointed by the Chair as the Association or the Executive Committee shall deem necessary to carry on the work of the Association.

Article VI General Provisions

Section 1. Amendments. These Bylaws may be amended or repealed and new bylaws may be adopted at a regular meeting of the Association. The amendment must be stated in the call for the meeting at least two weeks prior to the meeting, and must be approved by 2/3 of the voting members present at such meeting.

Section 2. Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.