

Media Resources Division Bylaws

Article I: Name

The name of this organization shall be the Media Resources Division herein after referred to as MRD. The MRD is a recognized unit of the Indiana Library Federation (ILF) and adheres to the latter's bylaws, policies and procedures.

Article II: Purpose

The purpose of MRD shall be to promote awareness of and use of media other than books in libraries throughout the State of Indiana. This purpose is consistent with the stated purpose of ILF.

Article III: Membership

Section 1: Only a voting member of ILF may be a member of MRD.

Section 2: All members of MRD shall be voting members.

Article IV: Meetings

Section 1: The MRD annual meeting shall coincide with the ILF Annual Conference.

Section 2: Meetings may be called at other times for the purpose of furthering the objectives of the MRD. At least ten (10) days notice of such a called meeting shall be given, and only business mentioned in the call shall be transacted.

Article V: Quorum

Section 1: Members present shall constitute a quorum. A simple majority is necessary to pass any resolution.

Section 2: MRD may conduct programs at the ILF Annual Conference, district meetings or other occasions when appropriate and desirable.

Article VI: Officers

Section 1: The officers shall be Chair, Vice Chair/Chair Elect, Secretary/Treasurer, Immediate Past Chair, Membership Captain and Directors-At-Large.

Section 2: The terms of officers shall commence at the adjournment of the annual meeting at which they were elected and shall continue to the next annual meeting.

Section 3: The duties of officers shall be such as are ordinarily implied by their respective titles.

Section 3a: The Chair shall preside at all meetings of MRD. The Chair will coordinate all programs sponsored by MRD. The Chair will serve as an ex-officio member of all committees of MRD. The Chair will prepare and submit an annual budget and report detailing all activities of MRD to the ILF Board of Directors.

Section 3b: The Vice Chair/Chair Elect shall preside at meetings in the absence of the Chair and shall fulfill other duties as assigned by the Chair. In the event of a vacancy in the office of the Chair, the Vice Chair/Chair Elect shall fulfill the duties of the Chair.

- Section 3c:* The Secretary/Treasurer shall serve as the recorder, preserving a complete record of the proceedings of all meetings of the MRD and shall also insure compliance with the financial guidelines of the ILF.
- Section 3d:* The Membership Captain shall maintain a list of current MRD members and shall promote membership in MRD.
- Section 3e:* In the event of a vacancy in the office of Vice Chair/Chair Elect and/or Secretary/Treasurer or Membership Captain, the Executive Committee shall have the power to fill the vacancy thus created.
- Section 3f:* The Executive Committee, which shall consist of the Chair, Vice Chair/Chair Elect, Secretary/Treasurer, Immediate Past Chair, Membership Captain and four At-Large members from MRD membership, shall administer the annual meeting or any special meeting subject to the provision of Article IV, Section 2 of these bylaws and take any direct action on any question.
- Section 4:* There shall be four (4) At-Large members representative of MRD membership on the Executive Committee. The At-Large members shall serve one-year terms.

Article VII: Elections

- Section 1:* Prior to each annual meeting, the Executive Committee shall serve as a Nominating Committee. Each year, the Nominating Committee shall propose the name of one person for each vacant office of the Executive Committee. The Executive Committee shall have a written agreement from each person nominated to serve if elected.
- Section 2:* Each year, at least sixty (60) days before the Annual Meeting, the Nominating Committee shall prepare the name of one person for the office of Vice Chair/Chair Elect, Secretary/Treasurer, Membership Captain and for each of the At-Large positions on the Executive Committee.

Article VIII: Parliamentary Authority

In all matters not covered by these Bylaws or the ILF Bylaws, actions shall be governed by the latest edition of *Robert's Rules of Order*.

Article IX: Amendment of Bylaws

These bylaws may be amended at any meeting of the MRD by a two-thirds vote of the members present provided that notice is sent to MRD members at least 30 days prior to the scheduled meeting. All amendments and changes to these Bylaws are subject to approval by the ILF Board of Directors.

Adopted by Media Resources Division: 6/15/04

Recommended by COES: 7/21/04

Ratified by ILF Executive Board: 7/21/04