

# INDIANA LIBRARY FEDERATION DISTRICT 2 BYLAWS

## **Article I: INDIANA LIBRARY FEDERATION DISTRICT 2**

The name of this District shall be District 2. District 2 is a District of the Indiana Library Federation. District 2, a recognized unit of the Indiana Library Federation hereinafter referred to as ILF, adheres to the latter's bylaws, policies, and procedures.

## **Article II: PURPOSE**

The purpose of District 2 is to provide an opportunity for the ILF membership to meet on an annual basis at a district level to learn and exchange ideas, to learn about the Federation's activities, and to get to know each other professionally at the local level.

## **Article III: PHILOSOPHY**

The District leadership should represent the diverse membership of the Federation including public, academic, school, special, and trustee members.

## **Article IV: MEMBERSHIP**

*Section 1:* Membership is open to those individuals who have personal membership in ILF and whose library/organization is located in the following counties: Benton, Carroll, Cass, Clinton, Fountain, Fulton, Howard, Miami, Montgomery, Tippecanoe, Tipton, Wabash, Warren, and White.

*Section 2:* All members of the District shall be voting members.

## **Article V: MEMBERSHIP MEETINGS**

*Section 1:* The District will conduct its annual business meeting and election of officers at the annual conference of the District.

*Section 2:* District conferences will be scheduled between the last full week of September and the first full week of November.

*Section 3:* All members shall be informed 30 days before meetings are held.

*Section 4:* Minutes of the proceedings shall be provided to members of the District, the ILF office, and the ILF Archives Committee.

## **Article VI: OFFICERS & EXECUTIVE COMMITTEE**

*Section 1:* The officers of District 2 shall be Chair, Vice-Chair/Chair Elect, Secretary/Treasurer, Membership Captain as established by the Indiana Library Federation Bylaws.

*Section 2:* To be eligible for office in District 2 a candidate must be a voting member of the District.

*Section 3:* The one year term of all officers shall commence at the adjournment of the annual meeting.

*Section 4:* The duties of all the officers shall be as are ordinarily implied by their respective titles, in addition to duties specifically mentioned in Indiana Library Federation Bylaws and specific job descriptions such as the for the Membership Captain position. The Secretary shall preserve a complete file of records of the proceedings of all meetings of the District. The Treasurer shall also insure compliance with the financial guidelines of the Federation.

**Section 5:** In the event of the resignation of the district Chair, the Vice Chair serves a Chair. Vacancies in other district officer positions shall be filled by an appointment made by the ILF President with recommendations from the district Chair.

**Section 6:** The Executive Committee of the District shall be the officers.

### **Article VII: NOMINATIONS & ELECTIONS**

**Section 1:** The District Chair shall appoint a nominating committee to include at least three ILF District members.

**Section 2:** The Nominating Committee is charged to submit a slate of officers for the coming year consisting of at least one name for each office. The slate of officers is due to the ILF Executive Office by September 1 of each year. The Nomination Committee must adhere to the ILF Nominating Committee's policy.

**Section 3:** Elections shall be held at the District annual meeting, upon presentation of the slate. Nominations from the floor will be accepted, with prior consent of the individual(s).

**Section 4:** Officers assume their duties at the close of the annual conference of the District.

### **Article VIII: COMMITTEES**

**Section 1:** Committees will be formed by the Chair if needed.

**Section 2:** All Committees will develop standing rules, these standing rules will be approved by the District and other approval procedures outlined by ILF policy.

### **Article IX: FISCAL POLICIES/FINANCIAL MATTERS**

**Section 1:** The District must submit a Conference Financial Plan to the ILF Executive Office by April 30 for approval.

**Section 2:** The District must submit a Unit Financial Plan/Budget Request Form to the ILF Executive Office by September 1 for approval.

**Section 3:** The District must strictly adhere to the ILF financial policies and procedures.

### **Article X: QUORUM**

The District members present shall constitute a quorum. Any issue may be decided by a majority of members present.

### **Article XI: PARLIAMENTARY AUTHORITY**

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

### **Article XII: POLICIES AND PROCEDURES**

The Executive Committee shall establish written policies and procedures to define operational activities of the District. These policies and procedures must be in accordance with ILF policies and procedures.

## **Article XIII: AMENDMENTS**

- Section 1.* Bylaws may be amended at the annual business meeting.
- Section 2:* The Bylaws may be amended by a two-thirds vote of the District members present at the District annual business meeting.
- Section 3:* All amendments to these Bylaws are subject to approval by the Board of Directors of the Indiana Library Federation.

Approved by District 2: 10/1/04

Ratified by ILF Executive Board: 11/8/04