

Indiana Academic Library Association Bylaws

Article I: Name

The name of the organization shall be the Indiana Academic Library Association of the Indiana Library Federation and acts as the agent for the Indiana Chapter of the Association of College & Research Libraries. This document serves as the bylaws of both groups. Hereafter, the Association is read to mean any member as defined in Article III, Section 1 or Section 2.

Article II: Purpose

The purpose of this organization shall be to promote academic library and information services in the state of Indiana and is consistent with the stated purpose of the Indiana Library Federation, Inc. (The Federation). To achieve this purpose, the Association will be guided by but not limited to the following objectives:

1. To provide opportunities for discussion and exchange of ideas for persons interested in academic libraries;
2. To encourage professional growth of academic librarians; and
3. To promote the position of librarians in the academic world.

Article III: Philosophy

The philosophy of The Association is consistent with the stated philosophy of The Federation.

Article IV: Membership

Section 1: Any member of the Indiana Library Federation may choose affiliation with the Indiana Academic Library Association.

Section 2: Any member of the Association of College & Research Libraries residing in Indiana is a member of the Indiana Chapter of the Association of College & Research Libraries.

Section 3: Members of the Indiana Library Federation pay membership dues according to Indiana Library Federation Bylaws and members of the Association of College and Research Libraries pay membership dues according to the Association of College and Research Libraries Bylaws.

Article V: Financial Considerations

Section 1: Financial support of the Indiana Academic Library Association is by budgetary allocation in the Indiana Library Federation budget. Financial support of the Indiana Chapter of the Association of College & Research Libraries is by budgetary allocation of the Association of College and Research Libraries. Expenditures on behalf of the Indiana Academic Library Association or the Indiana Chapter of the Association of College & Research Libraries shall

be billed directly to the appropriate and respective funding organization. All financial support from both organizations shall be clearly defined and recorded separately.

Section 2: When activities, other than the Indiana Library Federation Annual Conference, are co-sponsored the expenses shall be borne by the activity with any deficit shared according to prior written agreement.

Section 3: Specific services provided by the Indiana Library Federation solely to the Indiana Chapter of the Association of College and Research Libraries shall be covered under separate agreement and billed accordingly. Likewise, specific services provided by the Association of College and Research Libraries solely to the Indiana Academic Library Association shall be covered under separate agreement and billed accordingly.

Article VI: Meetings

Section 1: The Association shall hold at least one joint membership meeting during each year at the time of and in conjunction with the Annual Conference of the Indiana Library Federation.

Section 2: Special joint meetings may be called by the Executive Board of the Association or at the written request of ten (10) or more members of the Association. Only business mentioned in the call shall be transacted.

Section 3: Notice of all meetings shall be sent to all members at least three weeks before such meetings are held.

Section 4: Thirty (30) voting members shall constitute a quorum of the Association for the conduct of business at any meeting of the Association. For a vote, 10% but not fewer than fifty (50) voting members shall constitute a quorum of the Association.

Article VII: Officers and Executive Board

Section 1: The officers of the Association shall be a Chairperson, a Chairperson Elect, and a Secretary.

Section 2: The Executive Board of the Association shall be the officers, three (3) Members-at-Large, the immediate past Chairperson, and the Association of College and Research Libraries liaison.

Section 3: The Chairperson, Chairperson Elect, the immediate past Chairperson, and the Association of College and Research Libraries liaison must be members of the Indiana Library Federation and the Association of College and Research Libraries.

Section 4: The Chairperson, Chairperson Elect, and the immediate past Chairperson shall serve one (1)-year terms. The Secretary shall serve a two (2)-year term. Members-at-Large shall serve for three (3) years with one (1) Member-at-Large being elected each year. The Association of College and Research Libraries liaison shall serve for three (3) years.

Section 5: The Chairperson shall preside at all meetings; shall have the power to appoint members to standing committees and fill vacancies; shall have the power to establish special committees and task forces; shall be an ex-officio member of all committees; and shall

keep a record of and report on the Association's finances.

The Chairperson Elect shall preside at meetings in the absence of the Chairperson and shall complete his/her unexpired term in case of illness, resignation, or death; and shall serve as chairperson of the Association's membership committee.

The Chairperson and the Chair-Elect shall serve as representatives to the Indiana Library Federation Executive Board.

The Secretary shall be the recording and corresponding officer of the Association and shall be the custodian of its records.

The Members-at-Large may be appointed to represent the Association with other organizations; and shall serve on the Association's standing committees. The senior Member-at-Large shall serve as Chairperson of the Continuing Education/Program Committee which plans the joint programs at the Annual Conference.

The Association of College and Research Libraries liaison shall serve as a delegate to the Association of College and Research Libraries Chapters Council.

Section 6: If the Chairperson is unable to serve his or her elected term, he or she shall be succeeded by the Chairperson Elect. A new Chairperson Elect will be elected from among the members of the Executive Board by majority vote. If no member of the Executive Board is willing to serve as Chairperson Elect, the Nominating Committee will recommend, for Executive Board approval, a candidate from the membership of the Association to fill the term of Chairperson Elect.

Section 7: If the Secretary is unable to serve his or her elected term a new Secretary will be elected from among the members of the Executive Board by majority vote. If no other member of the Executive Committee is willing to serve as Secretary, the Nominating Committee will recommend, for Executive Board approval, a candidate from the membership of the Association to fill the term of Secretary.

Section 8: If the Association of College and Research Libraries liaison is unable to serve his or her elected term a new liaison will be elected from among the members of the Executive Board by majority vote. If no other member of the Executive Committee is willing to serve as Association of College and Research Libraries liaison, the Nominating Committee will recommend, for Executive Board approval, a candidate from the membership of the Association to fill the term of Association of College and Research Libraries liaison.

Section 9: If a Member-at-Large is unable to serve his or her elected term, the Executive Board shall manage the duties of that office as they deem appropriate.

Section 10: The Nominating Committee shall submit a slate of candidates for each elected office to the membership at least thirty (30) days before the election. The nominating Committee shall have from each candidate nominated a written agreement to serve if elected.

Article VIII: Elections

An election of officers of the Association, Association of College and Research Libraries liaison, and one Member-at-Large shall be held prior to the annual meeting of The Federation. In addition to the slate of names proposed by the Nominating Committee, the election ballot shall provide space for members to

write in the name of a candidate for each office. The newly elected officials will assume their duties on January 1st of the following year.

Article IX: Committees

- Section 1:* The Chairperson may appoint committees as deemed necessary to carry on the work of the Association.
- Section 2:* Members of any standing or special committee shall be recommended by the Nominating Committee and appointed by the Chairperson of the Association with the approval of the Executive Board.
- Section 3:* Task Forces may be established and discontinued at the discretion of the Chairperson with the approval of the Executive Board.
- Section 4:* Ex-officio members of any committee are non-voting members.
- Section 5:* Committee members may be removed by the Chairperson of the Association, with the approval of the Executive Board, at the request of the committee chairperson for any legitimate reason.

Article X: Parliamentary Authority

In matters not covered by the Bylaws of the Association, the Association shall be governed by the latest edition of Robert's Rules of Order.

Article XI: Policies and Procedures

The Executive Board shall establish written Policies and Procedures to define operational activities of the Association.

Article XII: Amendments

These Bylaws may be amended either by voting at any meeting, or by a distributed ballot, following the procedures outlined in this paragraph. These Bylaws may be amended by a two-thirds vote of the enrolled members present at any meeting, providing that of the proposed amendment(s) is sent to the members by the Secretary at least thirty (30) days previously. These Bylaws also may be amended by ballot with an affirmative vote of two-thirds of the enrolled members responding. The Executive Board shall specify the time for closing the balloting, but in no case shall it be less than thirty (30) days after the ballots are distributed. The closing time must be stated clearly on the ballot.

Prepared by Committee: July 26, 1991
Approved by Executive Board: Sept. 13, 1991
Revised by Executive Board: Feb. 8, 1992
Revised by Executive Board March 13, 1992
Approved by ILF Executive Board: March 18, 1992
Approved by IALA Executive Board: May 15, 1992
Approved by membership: Jan. 29, 1993
Amended by membership: Dec. 15, 2006; Dec. 14, 2010
Approved by ILF Board: Dec. 17, 2010