

Indiana Library Trustee Association Bylaws

Article I: Name

The name of this organization shall be Indiana Library Trustee Association (The Association).

Article II: Purpose

The purpose of The Association shall be to encourage and provide continuing education of trustees and to promote the welfare of libraries and library services in the State of Indiana as is consistent with the stated purpose of the Indiana Library Federation, Inc. (The Federation).

Article III: Membership

Section 1: Voting members of The Association shall be any member of a controlling board of trustees of an Indiana library whose library has paid the appropriate annual dues to The Federation.

Section 2: Personal active or affiliate members of The Federation who are not active trustees may choose to belong to The Association and shall be considered voting members.

Article IV: Meetings

Section 1: The annual meeting of the membership may be held in conjunction with the annual meeting of The Federation or at such time and in such place as the Executive Board or the membership may direct.

Section 2: Special meetings of the membership may be called by the Executive Board on written request of ten or more members, no two of whom represent the same library. At least three weeks' notice of such meeting shall be given.

Section 3: Annual district meetings may be held throughout the state.

Section 4: Eligibility to vote at a meeting of the membership shall depend upon payment of current dues. Voting shall be by individuals, not by a library board as a unit.

Section 5: Fifteen members representing at least five library boards shall constitute a quorum for the transaction of business at any meeting of the membership.

Article V: Officers

Section 1: The officers of The Association shall be President, Vice President/President-Elect, Secretary/Treasurer, Immediate Past President and two Directors.

Section 2: Eligibility. To be eligible for office in The Association, a candidate must be an active member of a library board whose dues are current with The Federation. No officer shall be eligible to serve more than two consecutive years in the same office.

Section 3: Election. A Nominating Committee named by the Executive Committee shall present a single slate of candidates for officers to be elected at the annual meeting of The Association. The slate shall be mailed to the membership prior to the meeting and nominations from the floor shall be accepted. Where there is more than one candidate for office, voting shall be by ballot and the majority vote shall elect. In the absence of other nominations, the report of the Nominating committee shall be accepted and shall be considered an election.

Section 4: Term of Office. The officers, other than Directors, shall hold office for one year or until their successors are elected. Directors shall serve two year terms and shall alternate years in which

they are elected. Terms of officers shall commence at the adjournment of the annual meeting at which they were elected until their successors are elected.

Section 5: Duties. The duties of the officers shall be such as are ordinarily implied by their respective titles.

Section 6: The President or the Vice President shall serve as The Association representative to the conference of the American Library Trustee Association and such other meetings of said conference as pertain to or are in the interest of state library trustee associations.

Section 7: Vacancies. If the office of the President should become vacant, the Vice-President shall assume the duties for the unexpired term. Vacancies in other offices shall be filled by act of the Executive Board until the next annual business meeting.

Article VI: Executive Board

Section 1: The officers of The Association shall constitute the Executive Board which shall administer the business affairs of The Association and exercise general supervision between business meetings of the membership. Four members of the Executive Board shall constitute a quorum.

Section 2: In accordance with the Bylaws of The Federation, the Executive Board shall name two of its members to serve on The Federation Executive Board as Directors.

Section 3: In accordance with Chapter 58 of the Acts of the General Assembly of 1925, codified 4-237-2, the Executive Board shall recommend a person or persons to the governor of the State of Indiana for appointment to membership on the Indiana Library and Historical Board.

Section 4: In accordance with Chapter 195 of the Acts of the General Assembly of 1925, codified 2013-8-1, the Executive Board shall recommend a person or persons to the governor of the State of Indiana for appointment to membership on the Indiana Library Certification Board.

Section 5: Following notice to all of its members, the Executive Board shall meet when necessary at the call of the President, or at a written request of three of its members.

Section 6: If, in an emergency, it should become necessary to poll the members of the Executive Board by telephone or mail, the decision made and the action taken following such contact must be ratified at the next regular meeting of the Executive Board in order to become an official act.

Article VII: Committees

Section 1: Members of any standing or special committee shall be appointed by the President of The Association with the approval of the Executive Board.

Section 2: The President and the Secretary shall serve as a committee on archives and shall discard all extraneous and obsolete records and correspondence at the close of each year and file all materials of lasting interest and worth with the archivist at the State Library.

Section 3: The President shall be an ex-officio member of all committees except the Nominating Committee and shall have the same rights as other committee members except that he or she is not obligated to attend meetings of the committee and is not counted in determining a quorum.

Section 4: The recommendation of any committee shall be ratified by the Executive Board or the membership before they become binding on the membership of The Association.

Section 5: To be eligible to serve as a committee member of The Association, a person must be a voting member of The Association.

Article VIII: Fiscal Policies

Section 1: The ordinary and reasonable expenses incurred by the officers and committee members engaged in the work of The Association may be paid from The Association funds budgeted by The Federation.

Section 2: The expenses of the members of the Executive Board in attendance at the annual conference of The Association may be paid from The Association funds, except for that part of such expenses as may be met by the library represented by an Executive Board member.

Section 3: Expenses of the representative to meetings of the American Library Trustee Association may be paid by The Association as funds may warrant, as the membership may authorize, and as the Executive Board may direct.

Article IX: Parliamentary Authority

The rules contained in the current edition of *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.

Article X: Amendment of Bylaws

These Bylaws may be amended at any regular meeting of The Association by a two thirds vote of those present and voting, provided that at least four weeks' notice of the proposed amendment has been given.

ILIA Membership Approved: 4/21/04
Recommended by COES: 5/19/04 Ratified
by ILF Executive Board: 6/10/04

