

# 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 Quarterly Meetings who are current or past employees of a library in our stated geographic service area 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.

### Article IV Officers

Section 1. Officers and Duties. The officers of the Association shall be: Chair, Vice-chair/Chair-elect, Secretary, Web Administrator, 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 their death or resignation from office. Every effort should be made to rotate the leadership after officer terms have ended; however, in the event that no other party accepts nomination (self or otherwise) during the election period, current officers may serve consecutively as needed to ensure Association governance.

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 in years when an officer term is ending.

Section 4. Chair. The duties of this office shall be to preside at all Quarterly Meetings and to oversee the operations of the Association. At the end of term of office, the Chair is responsible for coordinating the regular donation of ACLA materials to the archives housed at the Center for Southeast North Carolina Archives and History, University of North Carolina Wilmington.

Section 5. Vice-chair/Chair-elect. The duties of this office shall be to preside at Quarterly Meetings in the absence of the Chair, and to assume the duties of the Chair if they cannot fulfill the term of office. They will automatically succeed to the office of Chair at the Summer Meeting in which the current Chair's term ends.

Section 6. Secretary. The duties of this office shall be to take minutes at Quarterly 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. In the event that no other party accepts nomination (self or otherwise) as Secretary, the Chair is authorized to identify a volunteer Secretary on an individual basis at Quarterly Meetings.

Section 7. Web Administrator. 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 Web Administrator 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.

Section 9. Listserv Manager. The duties for this office will be to maintain communication among the membership through managing the Association's listserv. As the Association's listserv has historically been hosted by the University of North Carolina Wilmington, the Listserv Manager must be a party currently employed by the University of North Carolina Wilmington.

## Article V Committees

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

Section 2. 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 Quarterly Meeting of the Association. The amendment must be stated in the call for the Quarterly Meeting at least two weeks prior to the meeting and must be approved by two-thirds 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.

Section 3. Review of the Bylaws. The bylaws will be reviewed every two years by the outgoing and incoming chairs and subsequently presented by the incoming chair at a Quarterly Meeting for membership approval.