

**ALABAMA ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
BYLAWS**
(revised April 2010)

ARTICLE I – Name

The name of this organization shall be the Alabama Association of College and Research Libraries, a chapter of the Association of College and Research Libraries.

ARTICLE II – PURPOSE

The purpose of this Association shall be to contribute to the professional development of its members, to promote professional activities, to provide a liaison with the Association of College and Research Libraries, and to improve and develop library services in the postsecondary institutions in the state of Alabama.

ARTICLE III – RELATIONSHIP TO THE ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES

This organization is a chapter of the Association of College and Research Libraries. All meetings and programs of the Alabama Association of College and Research Libraries, hereafter the chapter, are open to ACRL members at the same cost as chapter members.

AACRL members are encouraged to be members of the ACRL.

**ARTICLE IV – RELATIONSHIP TO THE COLLEGE AND UNIVERSITY
DIVISION OF THE ALABAMA LIBRARY ASSOCIATION**

All members of the chapter are encouraged to join (or to continue their membership in) the Alabama Library Association, College, University and Special Libraries (CUS) Division.

ARTICLE V – MEMBERSHIP AND DUES

Section 1. Membership

(a) Eligibility for Membership: all librarians, library and information science faculty, library paraprofessionals, information specialists, archivists, library/information science/archivist students who are associated with college, university or research libraries are eligible for membership in AACRL.

(b) Term of Membership: The membership year shall be the calendar year.

(c) Institutions: Membership is not open to institutions.

Section 2. Dues

(a) Annual dues rates shall be set by the chapter at its annual meeting as required.

(b) Annual dues shall be due and payable upon the first day of January.

Section 3. Maintenance and Loss of Good Standing

(a) All members of the chapter shall remain in good standing as long as they shall be current in payment of dues.

(b) Any member who shall not have paid current chapter dues on or before the first day of the year shall be automatically suspended from membership. Upon payment of chapter dues for the current year, membership shall be reinstated and the rights and privileges of membership restored.

ARTICLE VI – Officers

Section 1. Officers

The officers shall be a President, a Vice-President/President-Elect, a Past President, a Secretary, a Treasurer, a Member-at-Large, a Newsletter Editor, a Legislative Liaison, and a Webmaster. Officers shall be professional librarians, members of the chapter, and members of ACRL.

Section 2. Term of Office

Terms of office shall coincide with those of the Alabama Library Association. The Vice-President/President Elect shall serve a one-year term as Vice President/President Elect, a second one-year term as President, and a third one-year term as Past President. The Secretary, Treasurer, and Member-at-Large shall each serve one two-year term, the terms of the Secretary and Member-at-Large shall be staggered with that of the Treasurer. The Newsletter Editor, Legislative Liaison, and Webmaster will be recommended by the President, appointed by the Board, and will serve a renewable two-year term.

Section 3. Duties

The duties of the officers shall be those which normally pertain to the office.

Selected specific responsibilities shall be carried out as follows:

(a) The President shall preside at all meetings of the chapter; submit reports as deemed necessary to the chapter and write the President's column for the chapter newsletter; prepare and submit budgets to ACRL as required, in consultation with the Vice President/President Elect; serve as a chapter representative/liason and attend the ACRL Chapters Council; submit an annual report and such other reports as deemed necessary to ACRL in accordance with the ACRL policies.

(b) The Vice President/President Elect shall serve as a chapter representative and attend the ACRL Chapters Council; in consultation with the President, prepare and report to the Executive Board of the local chapter proposed budgets of the upcoming year (the term as President); serve as Chair of the Program Committee; shall serve as Chair of the Continuing

Education and Training Committee; preside, in the absence of the President at all meetings of the chapter; and perform other duties as assigned by the President.

(c) The Secretary shall record the proceedings of all business meetings of the chapter, maintain an archival copy of all chapter documents, send a list of officers on an annual basis to ACRL, and perform other duties as assigned by the President.

(d) The Treasurer shall report to the chapter membership, at least annually on the financial status of the chapter; maintain necessary accounts with an accounting of all chapter monies; maintain an active membership list; send membership applications and renewals to the Member-at-Large; submit end-of-year reimbursement reports to ACRL in accordance with its guidelines; file necessary non-profit organization tax forms with the IRS; and perform other duties as assigned by the President.

(e) The Past President shall serve as chair of the Nominating Committee; name at least two candidates who shall be approved by the Executive Board to serve on the Nominating Committee; shall serve as Chair of the By-Laws Committee, and perform other duties as assigned by the President.

(f) The Member-at-Large shall coordinate the liaison network, membership renewal and recruitment; prepare and distribute membership cards; prepare an annual membership report in cooperation with the Treasurer; and shall perform other such duties as assigned by the President.

(g) The Newsletter Editor shall edit, produce, and distribute the Chapter Newsletter.

(h) The Legislative Liaison shall monitor, on behalf of the Association, legislative issues relevant to academic and research libraries. In addition he/she shall respond on behalf of the Association to those issues. The Legislative Liaison shall represent the chapter or recommend to the Board another member to represent the chapter at appropriate meetings, forums, and events. The Legislative Liaison shall also serve as Chair of the Committee on Government Relations.

(i) The Webmaster shall design and maintain the Chapter Website.

ARTICLE VII – EXECUTIVE BOARD

The administration of the Alabama Association of College and Research Libraries shall be vested in the Executive Board. It shall take such actions as it considers necessary to carry out the objectives of the chapter and shall perform such other functions as the membership may direct.

The voting members of the Executive Board shall consist of the President, Vice President/President Elect, Past President, Secretary, Treasurer, Member-at-Large, Newsletter Editor, Legislative Liaison, and Webmaster.

ARTICLE VIII – COMMITTEES

Section 1. Committees

Standing committees of the chapter shall be a Nominating Committee, a Program Committee, a Membership Committee, a Committee on Government Relations, a By-Laws Committee, and a Continuing Education and Training Committee, and an Awards Committee. Other committees which shall be deemed necessary to carry on the work of the chapter shall be established by the Executive board.

Section 2. Appointments

Members and chairs of all committees shall be appointed by the President with the advice of the Executive Board. The Vice-President shall chair the Program Committee, which shall have at least two other members. The Past President shall chair the Nominating Committee, which shall have at least two other members, one of whom shall be the Member-at-Large/Chapter Liaison. The Member-at-Large/Chapter Liaison shall chair the Membership Committee, which shall have two to four additional members. The Legislative Liaison will chair the Committee on Government Relations, which shall have two to four additional members. The Past President shall chair the By-Laws Committee, and membership will be comprised of the sitting President, the Vice-President/President-Elect, and two general members. The Past-President shall chair the Awards Committee and membership will be comprised of the Member-at-Large/Chapter Liaison and Secretary. The Vice-President/President-Elect will chair the Continuing Education and Training Committee, which shall have two to four additional members. Terms of appointment for committee members who are not officers serving on the AACRL Executive Board shall be for staggered two-year terms with reappointment being possible.

Section 3. Members

Members of committees, including the chairs, need not be ACRL members, but must be members of the Alabama chapter.

Section 4. Chapter Chair

The Chapter President shall be an ex-officio member of all committees.

Section 5. Reports

Committees shall submit to the Executive Board a written annual report and other reports as shall be deemed necessary.

Section 6. Terms

Appointments to the Nominating Committee, Program Committee, and By-Laws Committee shall be reviewed annually by the Executive Board. Appointments to the Membership Committee, Committee on Government Relations, and Continuing Education and Training Committee will be reviewed biennially by the Executive Board, and members may be reappointed.

ARTICLE IX – NOMINATIONS, ELECTIONS, AND VACANCIES

Section 1. Nominations

The Nominating Committee shall nominate two candidates, when possible, for each of the offices to be elected each year.

Section 2. Right to Vote

All chapter members are eligible to vote.

Section 3. Time of Election

Election of officers shall be by ballot prior to the annual chapter meeting.

Section 4. Vacancies

In case of a vacancy in the office of President, the Vice President/President Elect shall assume the office of President and serve the remainder of the resigning President's term plus his/her own term. The Executive Board shall appoint a temporary Vice President/President Elect for the remainder of the above stated term. At the next election period an election shall be held for Vice President/President Elect. The Past President shall serve an additional year as Past President.

In case of a vacancy in any other office, the Executive Board shall appoint a person to fill that office for the remainder of the original term.

ARTICLE X – MEETINGS

Section 1. Annual Business Meeting

The annual business meeting of the Alabama Association of College and Research Libraries shall be held in conjunction with the annual conference of the Alabama Library Association.

Section 2. Other Meetings

Other meetings of the Alabama Association of College and Research Libraries may be called and programs scheduled by its Executive Board.

Section 3. Quorum

A quorum shall consist of 10% of the chapter members.

ARTICLE XI – VOTING BY MAIL

Votes by mail, telephone or online may be authorized by the Executive Board for the purpose of conducting necessary business between meetings, or in lieu of a quorum. The procedure for voting by mail, telephone or online may be established in such manner as the Executive Board may direct.

ARTICLE XII – YEAR

The fiscal year and the membership year of the Alabama Association of College and Research Libraries shall be the calendar year.

ARTICLE XIII – RULES OF ORDER

The rules contained in *Robert's Rules of Order* shall govern when they are not inconsistent with the Alabama Association of College and Research Libraries Bylaws.

ARTICLE XIV – AMENDMENTS

These Bylaws may be amended by a majority vote of members present and voting at any business meeting, provided that specific notice of the proposed amendment has been given in the call for the meeting and that such call has been distributed in writing to all members at least fourteen days prior to the meeting.

ARTICLE XIII – APPROVAL

These bylaws may be approved by a majority vote of members present and voting at any business meeting, provided that specific notice of the proposed approval has been given in the call for the meeting and that such call has been distributed in writing to all members at least fourteen days prior to the meeting.

ARTICLE XIV – DISSOLUTION

The Alabama Association of College and Research Libraries may be dissolved by a majority vote of members present and voting at any business meeting, provided that specific notice of the proposed dissolution has been given in the call for the meeting and that such call has been distributed in writing to all members at least fourteen days prior to the meeting.

ARTICLE XV – INCORPORATION & ARCHIVES

The Alabama Association of College & Research Libraries was founded in May of 1987 and incorporated in October of 2000 as a non-profit organization. The official address of the association, as filed with the State of Alabama and the Internal Revenue Service, is Ralph Brown Draughon Library, 231 Mell St., Auburn University, AL 36849-5606. The Ralph Brown Draughon Library is also home to the association's archive.