

**ALABAMA ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES  
BYLAWS**  
(revised April 2012)

**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 current and retired librarians; library and information science faculty; library paraprofessionals, information specialists and archivists who are associated with college, university or research libraries; and library/information science/archivist students 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 must 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; 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; 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 an annual membership report in cooperation with the Treasurer; and 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; respond on behalf of the Association to those issues; represent the chapter or recommend to the Board another member to represent the chapter at appropriate meetings, forums, and events; and 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, 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/President-Elect shall chair the Program Committee.

The Past President shall chair the Nominating Committee.

The Member-at-Large/Chapter Liaison shall chair the Membership Committee.

The Legislative Liaison shall chair the Committee on Government Relations.

The Past President shall chair the By-Laws Committee..

The Past-President shall chair the Awards Committee.

The Vice President/President-Elect shall chair the Continuing Education and Training Committee.

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. Duties

- a. Awards Committee – Chaired by the Past-President. Comprised of the Member-at-Large/Chapter Liaison and Secretary. Accepts nominations for and makes preparation for the awarding of the Sue O. Medina AACRL Significant Contribution Award at the annual business meeting. Terms of membership coincide with respective officers' terms.
- b. By-Laws Committee - Chaired by the Past-President. Reviews annually the by-laws of the organization and recommends changes. Any proposed changes, following approval by the Board, will be submitted to the membership at the next annual meeting. In addition to the Chair, the sitting President, the Vice President/President-Elect and two general members comprise the committee and serve two-year staggered terms.
- c. Committee on Government Relations – Chaired by the Legislative Liaison. Responsible for monitoring legislation at the state and federal levels that may impact libraries generally, and academic libraries specifically. Recommends to the Board recipients of a stipend to attend National Legislative Day in Washington, D.C. In addition to the chair, two to four members comprise the committee and serve two-year staggered terms.
- d. Continuing Education and Training Committee – Chaired by the Vice President/President-elect. Responsible for identifying and sponsoring workshops and other educational opportunities for academic librarians and staff. In addition to the chair, two to four members comprise the committee and serve two-year staggered terms. Membership Committee – Chaired by the Member-at-Large/Chapter Liaison. Responsible for working

with the AACRL liaisons on the recruitment of new members. Evaluates and recommends to the Board benefits for membership. In addition to the chair, two to four additional members comprise the committee and serve two-year staggered terms.

- e. Nominating Committee – Chaired by the Past-President. Composed of at least two other members, one of whom shall be the Member-at-Large/Chapter Liaison. Solicits and recommends to the Board candidates for officer positions which will be vacant in the coming year. Prepares and distributes ballots to the membership, tallies votes, and presents new officers at the annual meeting. In addition to the Member-at-Large, at least two additional members comprise the committee and serve two-year staggered terms.
- f. Program Committee – Chaired by the Vice President/President-Elect. Prepares and publicizes the program and meal for the annual business meeting. In addition to the chair, two or more additional members comprise the committee and serve two-year staggered terms.

#### Section 4. Members

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

#### Section 5. Ex Officio Members

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

#### Section 6. Reports

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

#### Section 7. 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.

Terms of appointment for committee members coincide with those of the officers.

## **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.