

**ALABAMA ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
BYLAWS**
(revised April 2024)

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 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, hereinafter referred to as the “Chapter,” are open to ACRL members at the same cost as chapter members. AACRL members are encouraged to be members of 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 College, University, and Special Libraries (CUS) Division of the Alabama Library Association.

ARTICLE V – MEMBERSHIP AND DUES

Section 1. Membership

- a) Eligibility for Membership: All current and retired employees of college, university, 2-year, or research libraries in Alabama; all current residents of Alabama who are employed by any college, university, or research library; ACRL members; and library/information science/archivist students.
- 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 are to be renewed and paid 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 while current in payment of dues.
- b) Any member who has not paid their current chapter dues on or before the first day of January 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 – EXECUTIVE BOARD

Section 1. Administration

- a) The administration of the Chapter shall be vested in the Executive Board, hereinafter referred to as the “Board.” The Board 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.
- b) The voting members of the Board shall consist of the chapter officers as outlined in Article VI, Section 2.

Section 2. Officers

The officers shall be the following:

- a) President
- b) Vice President/President-Elect
- c) Past President
- d) Secretary
- e) Treasurer
- f) Member-at-Large
- g) Legislative Liaison
- h) Webmaster

Officers must be members of the Chapter.

Section 3. Term of Office

- a) Terms of office shall commence on July 1 and end on June 30.
- b) 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.

- c) 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.
- d) The Legislative Liaison, and Webmaster will be recommended by the President and appointed by the Board. Each will serve a renewable one-year term.

Section 4. Duties

- a) The duties of the officers shall be carried out as follows below.
- b) The President shall preside at all meetings of the Chapter; submit reports as deemed necessary to the Chapter; prepare and submit budgets to ACRL as required, in consultation with the Vice President/President-Elect; serve as an ACRL chapter representative/liaison 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; serve on the Awards Committee; serve on the Bylaws Committee; serve as an *ex-officio* member of all other chapter committees; and perform other duties as assigned by the Board.
- c) The Vice President/President-Elect shall serve as Chair of the Program Committee; serve as Chair of the Continuing Education and Training Committee; serve on the Awards Committee; serve on the Bylaws Committee; preside in the absence of the President at all meetings of the Chapter; and perform other duties as assigned by the President.
- d) The Past President shall serve as chair of the Nominating Committee; serve as Chair of the Bylaws Committee; serve as Chair of the Awards Committee; and perform other duties as assigned by the President.
- e) 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 to ACRL annually; and perform other duties as assigned by the President.
- f) 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; serve on the Membership Committee; 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.
- g) The Member-at-Large shall serve as Chair of the Membership Committee and perform other duties as assigned by the President.
- h) The Legislative Liaison shall monitor, on behalf of the Chapter, legislative issues relevant to academic and research libraries; respond on behalf of the Chapter to those

issues; represent the Chapter or recommend to the Board another member to represent the Chapter at appropriate meetings, forums, and events; serve as Chair of the Government Relations Committee; and perform other duties as assigned by the President.

- i) The Webmaster shall design and maintain the Chapter Website, serve on the Program Committee, and perform other duties as assigned by the President.

ARTICLE VII – COMMITTEES

Section 1. Committees

Standing committees of the chapter shall be:

- a) Awards Committee
- b) Bylaws Committee
- c) Government Relations Committee
- d) Continuing Education and Training Committee
- e) Membership Committee
- f) Nominating Committee
- g) Program Committee

Other committees which shall be deemed necessary to carry on the work of the Chapter shall be established by the President and the Board.

Section 2. Membership

- a) The Awards Committee shall be chaired by the Past President and be composed of the President and Vice President/President-Elect.
- b) The Bylaws Committee shall be chaired by the Past President and be composed of the President, the Vice President/President-Elect, and two additional members.
- c) The Government Relations Committee shall be chaired by the Legislative Liaison and be composed of two additional members.
- d) The Continuing Education and Training Committee shall be chaired by the Vice President/President-Elect and be composed of two additional members.
- e) The Membership Committee shall be chaired by the Member-at-Large and composed of the Treasurer and two additional members.
- f) The Nominating Committee shall be chaired by the Past President and composed of two additional members.
- g) The Program Committee shall be chaired by the Vice President/President-Elect and composed of the Webmaster and two additional members.

The chairs of the standing committees may appoint members to their committee in accordance with these bylaws.

Committee members must be members of the Chapter.

Section 3. Duties

- a) The Awards Committee accepts nominations for and makes preparation for the awarding of the Sue O. Medina AACRL Significant Contribution Award at the annual business meeting. Nominations shall be presented to the Board for final approval.
- b) The Bylaws Committee reviews annually the bylaws of the organization and recommends changes. Any proposed changes, following approval by the Board, will be submitted to the membership at the next Chapter meeting as outlined in Article XIII of these bylaws.
- c) The Government Relations Committee monitors legislation at the state and federal levels that may impact libraries generally and academic libraries specifically.
- d) The Continuing Education and Training Committee identifies and sponsors workshops and other educational opportunities for academic librarians and staff.
- e) The Membership Committee recruits new members, maintains an active membership list, sends and collects membership applications and renewals for all members of the Chapter, prepares an annual membership report for the Chapter and Board, and evaluates and recommends to the Board benefits for membership.
- f) The Nominating Committee solicits and recommends to the Board candidates for officer positions which will be vacant in the coming year. The committee prepares and distributes ballots to the membership, tallies votes, and presents new officers at the annual meeting.
- g) The Program Committee prepares and publicizes the program for the annual business meeting.

Section 4. Ex-Officio Membership

The chapter President shall be an *ex-officio* member of all committees unless stated otherwise in Article VII, Section 2 of these bylaws.

Section 5. Reports

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

Section 6. Terms.

Terms of appointment for committee members who are not officers serving on the Board shall be for staggered two-year terms with reappointment possible. Terms of appointment for committee members who are officers shall coincide with the terms of their office.

Section 7. Ad-Hoc Committees

The President may create ad-hoc committees as deemed necessary. The chair and membership of an ad-hoc committee shall be appointed by the President with the advice of the Board.

ARTICLE VIII – NOMINATIONS, ELECTIONS, AND VACANCIES

Section 1. Nominations

The Nominating Committee shall submit a slate of candidates, with two candidates per office when possible, for open offices 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

- a) 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 President's term plus their own term. The Board shall appoint a temporary Vice President/President-Elect for the remainder of the stated term. If possible, the Board should appoint the temporary Vice President/President-elect from among those members who have previously served as President of the Chapter. 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.
- b) In case of a vacancy of both the President and Vice President/President-Elect, the Member-at-Large shall assume the office of President and serve the remainder of the President's term. The Board shall appoint a temporary Vice President/President-Elect and Member-at-Large for the remainder of the stated terms. At the next election period, an election shall be held for President, Vice President/President-Elect, and Member-at-Large.
- c) In case of a vacancy in any other office, the Board shall appoint a person to fill that office for the remainder of the original term.

d) Vacancies of committees may be filled by the chair of the committee.

ARTICLE IX – MEETINGS

Section 1. Annual Business Meeting

The business meeting of the Chapter shall be held annually with the date and time set by the Board.

Section 2. Other Meetings

Other meetings of the Chapter may be scheduled by the Board.

Section 3. Quorum

A quorum shall consist of those members present.

ARTICLE X – VOTING

Voting shall occur primarily during meetings. Other methods of voting may be authorized by the Board for the purpose of conducting necessary business between meetings or in lieu of a quorum. The procedure for voting may be established in such manner as the Board may direct.

ARTICLE XI – YEAR

The fiscal year and the membership year of the Chapter shall be the calendar year.

ARTICLE XII – RULES OF ORDER

The rules contained in the latest edition of *Robert's Rules of Order* shall govern when they are not inconsistent with the Chapter bylaws.

ARTICLE XIII – 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 XIV – 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 XV – DISSOLUTION

The Chapter may be dissolved by a 2/3 vote of all members in good standing provided that specific notice of the proposed dissolution has been distributed in writing to all members at least fourteen days prior to the vote.

ARTICLE XVI – INCORPORATION & ARCHIVES

The Chapter was founded in May 1987 and incorporated in October 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 Chapter's archive.