

# Idaho Library Association Bylaws

This document is also available with the ILA Constitution in PDF format

Updated  
and  
approved by  
membership  
10/10

Proposed  
revisions  
2011

To go  
before  
membership  
at annual  
meeting

## ARTICLE I

### YEAR

The year of the Association shall be the calendar year.

## ARTICLE II

### MEMBERSHIP and SPONSORSHIP

#### Section 1.

Membership Classifications. There shall be ~~four~~ two classes of membership: individual; and honorary; ~~institutional, including societies; and corporate.~~

a. Individual Membership. For individuals working in a library, library school students, trustees, retired library workers, or others who wish to support the work of ILA and receive benefits of membership. Trustee Membership Transfer Option. Libraries purchasing memberships for one or more of their trustees may be allowed to transfer that membership, during the membership year, to a replacement trustee, if the address for the trustee membership is the library address, and notification of the change is given to the ILA Treasurer.

b. Honorary Membership. On nomination by the Executive Board, an individual active in library work, as well as any person who has rendered important service to library interests in the state but who is not actively engaged in library work, may be elected an honorary member by vote at any meeting of the Association. Such a member is exempt from payment of dues; may voice opinions and serve on committees, but may not vote or hold office unless such member was an active member of ILA in good standing at the time the honorary membership was conferred upon that individual.

~~e. Institutional Membership. Each institutional member is entitled to one vote through a delegated representative of the governing body of the institution.~~

~~d. Corporate Membership. Corporate members help ILA increase awareness of Idaho libraries and library issues through advocacy, continuing education, and lobbying efforts. ILA recognizes corporate members on the web page and provides access to our members-only on-line directory.~~

**Sponsorship Classifications. There shall be two classes of sponsorship: individual and corporate**

**a. Individual Sponsorship. For individuals interested in sponsoring a particular ILA initiative or scholarship or in providing general support to the Association. ILA recognizes individual sponsors on the web page unless individuals elect to remain anonymous.**

**b. Corporate Sponsorship. Businesses interested in helping ILA in increasing awareness of Idaho libraries and library issues through advocacy, continuing education, and lobbying efforts. ILA recognizes corporate sponsors on the web page and during conferences and provides access to our members-only on-line directory.**

## **Section 2.**

Membership Year. The membership year shall be a rolling 12 months from date of payment.

## **Section 3.**

Dues. Membership dues and categories will be decided annually by the board.

# **ARTICLE III**

## **REGIONAL AND NATIONAL AFFILIATION**

### **Section 1.**

American Library Association. The Idaho Library Association is a chapter of the American Library Association and is entitled to representation on the ALA Council.

### **Section 2.**

Pacific Northwest Library Association. The Idaho Library Association is an institutional member of the Pacific Northwest Library Association and is entitled to representation on the PNLA Board of Directors.

# **ARTICLE IV**

## **OFFICERS AND OTHER EXECUTIVE BOARD MEMBERS**

## Section 1

### Board Member Tiers

#### A. Executive Officers, Duties, and Terms of Office

Executive officers consist of President, Vice-president/President-elect, Past President, Secretary and Treasurer:

1. President: Shall succeed to office from the Vice-presidency and shall take office at the conclusion of the business meeting at the annual conference. The President acts as the Executive Director for the organization, with duties that include planning and administering Board meetings and monitoring the progress of ILA efforts. The President shall serve as a second signer for ILA bank accounts. The President shall prepare a written report at the end of his/her term for presentation at the annual business meeting of the Association and for publication in whatever official publication of the Association the Board shall direct. The President shall be chairperson of the Executive Board.
2. Vice-president/President-elect: Shall be elected annually and shall take office at the conclusion of the business meeting at the annual conference. The Vice-president serves first year as Vice President, second year as President, and third year as Past President. The Vice-president shall chair the Regional Conferences Committee, including coordinating training for new conference chairs; shall call for a financial review within 30 days after a change of Treasurer; and shall be responsible for the performance of special duties as assigned by the President or Executive Board.
3. Past President: Shall succeed to office from the Presidency and shall take office at the conclusion of the business meeting at the annual conference. The Past President shall serve as chairperson of the Nominating Committee, shall distribute ballots to all ILA members, shall tally the votes and inform the President of election results, and shall be responsible for the performance of special duties as assigned by the President or Executive Board.
4. Secretary: Shall be elected in odd-numbered years to serve as Secretary for a term of two years, and shall take office following the annual conference. The Secretary shall assemble and edit the minutes of all meetings for publication in whatever official publication of the Association the Board shall direct. The Secretary shall mail notices to membership; shall handle correspondence; and shall keep files of committees, divisions, and board membership.
5. Treasurer: Shall be elected in even-numbered years to serve for a term of two years, and shall take office following the annual conference. The outgoing Treasurer shall transfer the books and turn them over to his or her successor within thirty days after the expiration of his or her term. The Treasurer shall serve as a member of the Membership Committee, shall keep member database up-to-date, shall maintain and provide statistical records of conferences and history, and shall arrange an audit and send the report to the Internal Revenue Service following the close of the fiscal year. The Treasurer shall submit a written report covering finances at the annual business meeting of the Association, at Executive Board meetings, and at the close of his/her term of office.

#### B. Executive Board Members with voting rights, Duties, and Terms of Office

Executive Board Members with voting rights consist of the PNLA Representative, the ALA Councilor, Division Chairs, the State Librarian, and Library Student Representative.

1. PNLA Representative: The Association shall elect a member of the Association who is also a member of the Pacific Northwest Library Association in odd-numbered years to serve as PNLA Representative for a term of two years. The term of office shall coincide with that of the PNLA officers which runs from October 1 through September 30. The PNLA Representative shall serve as liaison between PNLA and the state association. In addition to performing official PNLA duties, the PNLA Representative shall serve on the ILA Nominating Committee and assist with membership renewals. In order to keep the membership informed, the PNLA Representative shall submit a written report at the annual business meeting of the Association, at the Executive Board meetings and at other times for publication in whatever official publication of the Association the Board shall direct.
2. ALA Councilor: The Association shall elect a member who is also a member of the American Library Association to serve as ALA Councilor for a term of three years (beginning with 1963). The ALA Councilor shall take office at the first meeting of the ALA following election and shall be accredited to the Secretary of the ALA Council by the ILA Secretary prior to the first meeting of the ALA after the election. The ALA Councilor shall fulfill all official ALA responsibilities and serve as liaison between ALA and the state association. In order to keep the membership informed, the ALA Councilor shall submit a written report at the annual business meeting of the Association, at the Executive Board meetings and at other times for publication in whatever official publication of the Association the Board shall direct.
3. Division Chairs: Division Chairs are elected and serve according to the bylaws of their division. In addition to duties outlined in division bylaws, each division chair serves as a member of the Executive Board, serves as a member of the conference committee, and chairs division meetings. Each chair provides written reports at Executive Board meetings, at the annual business meeting of the Association, and at other times for publication in whatever official publication of the Association the Board shall direct. Bylaws of the Association shall take precedence over bylaws of a division.
4. State Librarian: The State Librarian shall serve as an ex-officio voting member, shall attend all meetings, and shall communicate with the Executive Board and the Association on statewide issues. The State Librarian provides an Idaho Commission for Libraries perspective.
5. Library Student Representative: A liaison between the library student community and the Association. Communicates the needs of current and future students for consideration in decision-making by the ILA Board. Shall be appointed by the President, with board approval, for a two-year term. Appointments shall be made in even-number years. Student Representative shall attend all ILA Board meetings as a voting member. In order to keep the membership informed, shall submit a written report at the annual business meeting of the Association, at the Executive Board meetings and at other times as requested.

C. Executive Board Members with no voting rights, Duties, and Terms of Office  
Executive Board Members with no voting rights consist of Webmaster, Editor of official

## publication and Conference Chair

1. Webmaster: The Webmaster shall be appointed by the President and confirmed by the Executive Board and shall hold office at its pleasure. The Webmaster shall attend board meetings, shall maintain and redesign the ILA web site systems as needed, shall assist ILA officers with posting documents to the site and updating content, and shall provide support to other personnel in maintenance of web site.
2. Editor: The Editor of the official publication of the Association shall be appointed by the Executive Board and shall hold office at its pleasure. The Editor shall attend board meetings and provide information about the state of publications and membership submissions.
3. Conference chair: The Conference Chair shall be appointed by the President and confirmed by the Executive Board. Each year a vice-chair shall be appointed by the President and confirmed by the Executive Board. The vice-chair succeeds to the position of chair after one year. The Conference Chair shall attend board meetings, provide information on conference planning and progress, develop the conference budget, and implement conference activities with assistance from a conference committee.

All officers and Board members shall continue in office until their successors shall have been selected and shall have qualified.

## **Section 2.**

### **Elections.**

- a. The Nominating Committee under the direction of its chairperson shall conduct the elections of all elective officers, the PNLA Representative and the ALA Councilor.
- b. The Nominating Committee shall prepare a ballot naming at least one candidate, preferably two, for each elective office and for PNLA Representative and for ALA Councilor as required. Candidates shall be members in good standing. The ballot shall contain provision for write-in votes for each office.
- c. Candidates receiving the largest number of votes cast for each office shall be declared elected.
- d. In the event of a tie vote for any officer position, after careful recount the successful candidate shall be determined by a coin toss.
- e. The divisions of the Association shall be governed by their own bylaws in accordance with the Association bylaws. However, for the purpose of expediting the election of officers, the chairperson of each division shall be added to the Association Nominating Committee for the purpose of obtaining and submitting the names of consenting division members in good standing as candidates for the several elective division officers (as prescribed by their respective bylaws). Such division officer nominees shall then be elected by members of their respective divisions in conjunction with the general Association election.

## **Section 3.**

### **Vacancies.**

- a. The Executive Board shall fill a vacancy in any office except that of President, Vice-president, ALA Councilor, PNLA Representative, Secretary, or officers of the divisions.
- b. President. In case the office of President is vacant, the Vice-president shall assume the office. If both positions are vacant, a special election shall be called by the Executive Board under the direction of the Past President. The Executive Board shall serve as the nominating committee.
- c. Vice-president/President-elect. In case the office of Vice-president is vacant, a special election shall be called by the Executive Board. The Executive Board shall serve as the nominating committee.
- d. Secretary. The President, with approval of the Executive Board, may fill a vacancy by appointing a person to complete the term of office.
- e. ALA Councilor. The President, with approval of the Executive Board, may fill a vacancy by appointing a person to complete the term of office. (cf. ALA Constitution and Bylaws Article IV, Section 6 of Bylaws).
- f. PNLA Representative. The President, with approval of the Executive Board, may fill a vacancy by appointing a person to complete the term of office.
- g. Library Student Representative. The President, with approval of the Executive Board, may fill a vacancy by appointing a person to complete the term of office.

#### **Section 4.**

##### **Appointments for non-executive Board positions:**

- a. Bibliography Committee chair
- b. Constitution and Bylaws Committee chair
- c. Continuing Education Committee chair
- d. Idaho Book Award Committee chair
- e. Intellectual Freedom Committee chair
- f. Legislative Committee chair(s)
- g. LIBIDAHO E-mail List Monitor/Moderator
- h. Membership Committee chair(s)
- i. Public Relations and Advocacy Committee chair
- j. Scholarships, Recruitment and Awards Committee chair
- k. Regional Conference Committee chairs
- l. **Information Literacy Committee chair**

# ARTICLE V

## EXECUTIVE BOARD

### Section 1.

Membership. The Executive Board shall consist of (1) the President, (2) the Vice-president, (3) the Treasurer, (4) the Past President, (5) the PNLA Representative, (6) the ALA Councilor, (7) the Secretary, (8) the Library Student Representative, and (9) division chairpersons as voting members; (10) the State Librarian as an ex-officio voting member; (11) the Editor of whatever official publication of the Association the Board shall direct (12) the Webmaster, and (13) the Conference Chair as non-voting members.

### Section 2.

Authority. The Executive Board shall have general supervision of the affairs of the Association between the Association business meetings; shall make recommendations to the Association; shall have the right to review and to confirm or repudiate the actions of the Association officers, divisions, and committees; and shall perform such other duties as are specified in the Bylaws. The Executive Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

### Section 3.

Duties. The duties of the Executive Board shall be:

- a. To advise the President on the administration of the affairs of the Association.
- b. To approve a budget for the Association.
- c. To oversee planning for the annual conference.
- d. To fill vacancies in offices of the Association as provided in the Bylaws, Article IV, Section 3
- e. To advise with and assist the incoming President in finding committee chairpersons and committee members for approval at the meeting of the incoming Executive Board held in connection with the annual conference.

### Section 4.

Meetings. The incoming Executive Board shall meet in conjunction with the annual conference of the Association to appoint committees, outline the year's work, and make tentative plans for the next year's meeting. Other meetings may be called by the President as needed.

### Section 5.

Quorum. A quorum of the Executive Board shall be a simple majority of the voting members.

# ARTICLE VI

## COMMITTEES

### Section 1.

Standing Committees. There shall be the following standing committees: Bibliography, Constitution and By-laws, Continuing Education, Idaho Library Association Book Award, Intellectual Freedom, Legislative, Membership, Public Relations, Publications, Scholarships, Recruitment and Awards, **Information Literacy Committee**, and Regional Conferences. Each committee chair shall normally serve for two years. All committee members must be members of the Association, unless otherwise approved by the Executive Board. Additional standing committees may be named by the Executive Board as required.

### Section 2.

Ad Hoc Committees. Ad Hoc committees may be appointed by the President with the approval of the Executive Board.

### Section 3.

Nominating Committee. A nominating committee of three members shall be appointed as needed. The Past President serves as chairperson. For the purpose of expediting the election of officers, the chairperson of each division shall be added to the Association Nominating Committee for the purpose of obtaining and submitting the names of consenting division members in good standing as candidates for the elective officers. Such division officer nominees would then be elected by members of the division on a mail ballot sent out with the general Association mail ballot with the conference mailing for the annual business meeting of the Association.

### Section 4.

Subcommittees. Committees may appoint subcommittees as needed with the approval of the Executive Board.

### Section 5.

Limitations. No committee may incur expense on behalf of the Association unless authorized to do so by the Executive Board, nor may any committee commit the Association by any declaration of policy except in such matters as have been affirmed by the Executive Board to be the responsibility of the committee.

# ARTICLE VII

## DIVISIONS

## **Section 1.**

Organization. Divisions of the Association may be organized and supported with the approval of the Executive Board. Officers shall be elected in accordance with the bylaws of the Association. Divisions include:

- a. Academic and Special Libraries. The purpose of this division shall be to advance the common library interests of all academic and special libraries in Idaho, to aid each of these libraries in the pursuit of their individual goals, and to foster a friendly relationship among all librarians.
- b. Educational Media. The purpose of this division shall be to improve and increase library and educational media service to children and young people of Idaho.
- c. Public Libraries. The purpose of this division shall be to promote the development of better public libraries and library service in Idaho and to strengthen the professional growth of persons employed in public libraries in Idaho.
- d. Trustees and Friends. The purpose of this division shall be to advance the common library interest and library knowledge of Library Trustees and Friends of Libraries in the State of Idaho who have an interest in working toward the development of better library service in Idaho.

## **Section 2.**

Chairpersons.

- a. In order to be elected, a chairperson of a division shall be currently actively engaged in work in Idaho in the field concerned and shall have previously consented to hold office.
- b. Division chairpersons shall be voting members of the Executive Board.

## **Section 3.**

Limitations. No division may incur expense on behalf of the Association unless authorized to do so by the Executive Board, nor may any division commit the Association by any declaration of policy except in such matters as have been affirmed by the Executive Board to be the responsibility of the division.

## **Section 4.**

Reports. Each division chairperson shall submit a written report at the annual business meeting of the Association and shall submit reports for publication in whatever official publication of the Association the Board shall direct and/or other Association publications, as determined by the Board.

# **ARTICLE VIII**

## **QUORUM**

Ten percent of the individual membership of the Association shall constitute a quorum.

## **ARTICLE IX**

### **PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, in the latest available edition, shall govern the Association in all cases to which it can be applied and in which it is not inconsistent with the Constitution, the Bylaws, or special rules of order of the Association.

## **ARTICLE X**

### **AMENDMENTS**

The Bylaws may be amended by a two-thirds vote of members representing a quorum voting at any meeting of the Association or via mail ballot.

## **ARTICLE XI**

### **ARCHIVES**

#### **Section 1.**

Depository. The University of Idaho Library is the official depository of the Idaho Library Association.

#### **Section 2.**

Preservation. All significant and important papers, correspondence, documents, and records relating to the Association's business, activities and history are to be preserved.