

IDAHO LIBRARY ASSOCIATION CONSTITUTION

Approved by membership 8/14/98; Revisions approved 10/8/99, 10/05/01

ARTICLE I

NAME

The name of this organization shall be the Idaho Library Association.

ARTICLE II

PURPOSE

The purpose of this Association shall be to advance the common library interest; to promote the organization and development of better library service in the State of Idaho; and to foster a friendly relationship among librarians and others interested in library service.

ARTICLE III

MEMBERSHIP

Any person or institution interested in library service in the State of Idaho may become a member of the Association on payment of dues as provided in the Bylaws.

ARTICLE IV

OFFICERS

Section 1.

Officers. The officers of this association shall be a President, a First Vice-president, a Past President, a Treasurer, and a Secretary.

Section 2.

Election. The officers shall be elected as provided in the Bylaws.

Section 3.

Duties. The duties of the officers shall be those usually pertaining to these positions and, in addition, such other duties as are prescribed in the Bylaws.

ARTICLE V

MEETINGS

Section 1.

Conference. A conference of the Association shall be held annually at a place and date to be designated by the Executive Board.

Regional Conferences. The Regional conferences are meetings held in various locations in Idaho in accord with association bylaws.

Section 2.

Annual Business Meeting. The annual business meeting shall be held in conjunction with the annual conference of the Association.

Section 3.

Special Meeting. Special meetings may be called by the Executive Board.

ARTICLE VI

TAX EXEMPT STATUS

In order to qualify for tax exempt status it is hereby established that should the Association dissolve, its assets (after paying all liabilities) will be dedicated to scholarships in librarianship at an accredited institution.

ARTICLE VII

AMENDMENTS

This constitution may be amended by a two-thirds majority of members voting at any meeting of the Association at which a quorum is present. Amendments to be voted upon and the date of meeting at which such vote will be taken shall be submitted by mail to all members eligible to vote at least two months before the meeting at which amendments are to be voted upon.

IDAHO LIBRARY ASSOCIATION BYLAWS

ARTICLE I

YEAR

The year of the Association shall be the calendar year.

ARTICLE II

MEMBERSHIP

Section 1.

Membership Classifications. There shall be three classes of membership: individual; honorary; and institutional, including societies or business firms.

a. Individual 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.

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

Section 2.

Membership Year. The membership year shall be the Association year.

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.

Elections, Appointments and Terms of Office.

- a. President: Shall succeed to office from the First Vice-presidency and shall take office at the conclusion of the business meeting at the annual conference.
- b. First Vice-president, President-elect: Shall be elected annually and shall take office at the conclusion of the business meeting at the annual conference.
- c. Past President: Shall succeed to office from the Presidency and shall take office at the conclusion of the business meeting at the annual conference.

Section 2.

Elections. The Nominating Committee under the direction of its chairperson shall conduct the elections of all elective officers, the PNLA Representative and the ALA Councilor, by mail ballot with the conference mailing for the annual business meeting of the Association.

- a. 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.
- b. Candidates receiving the largest number of votes cast for each office shall be declared elected.
- c. The divisions of the Association shall be governed by their own 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 by a mail ballot, sent out with the general Association mail ballot with the conference mailing, for the annual business meeting of the Association.

Section 3.

Vacancies.

- a. The Executive Board shall fill a vacancy in any office except that of President, First Vice-president, ALA Councilor, PNLA Representative, Secretary, or officers of the divisions.
- b. President. In case the office of President is vacant, the First 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. First Vice-president. In case the office of First 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.

Section 4.

Duties of Officers and other Board Members. The duties of the officers shall be those usually pertaining to such positions in addition to the following:

a. 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.

b. The First Vice-president shall be President-elect, shall chair the Regional Conferences Committee, 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.

c. The 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.

d. The 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. He/she 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.

e. The PNLA Representative shall be a member of the Association who is also a member of the Pacific Northwest Library Association. He/she shall be elected 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, 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 for publication in whatever official publication of the Association the Board shall direct.

f. 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, 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 for publication in whatever official publication of the Association the Board shall direct.

g. The Editor of whatever official publication of the Association the Board shall direct shall be appointed by the Executive Board and shall hold office at its pleasure.

h. The Conference chair shall be appointed by the President and confirmed by the Executive board, for a term of three years. Each year a vice-chair shall be appointed by the President and confirmed by the Executive board for a term of three years. The vice-chair succeeds to the position of chair after one year.

i. Division Chairs: 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.

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

ARTICLE V

EXECUTIVE BOARD

Section 1.

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

Regional Conferences. Held to provide:

- a. A forum for library concerns and issues;
- b. High-quality continuing education for Idaho's librarians, staff, and trustees; and
- c. Promotion of the Idaho Library Association.

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, and Regional Conferences. Each committee shall consist of at least three members and 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 division.

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 at any Association meeting.

ARTICLE VIII

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 two-thirds vote of members voting at any meeting of the Association at which a quorum is present, or by a two-thirds majority of ballots returned in a mail ballot, in which at least 15% of the individual members of the Association participate.

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.