

AzLA Bylaws  
(Revised Tuesday, November 18, 2010 and Wednesday, November 29, 2011)

ARIZONA LIBRARY ASSOCIATION

\*ARTICLE I. NAME AND LOCATION \*

Section 1 The name of this non-profit Arizona membership corporation shall be the ARIZONA LIBRARY ASSOCIATION.

Section 2. It shall have its office in the State of Arizona, but may transact business within or without the State of Arizona as may be directed by the Executive Board.

\*ARTICLE II MISSION\*

Section 1. The mission of the Arizona Library Association shall be to promote library service and librarianship in libraries of all types in the state of Arizona.

\*ARTICLE III MEMBERSHIP, DUES, FEES AND PRIVILEGES\*

Section 1. Any person, library or other organization interested in library service and librarianship may become a member upon payment of the dues provided for in the Bylaws. The Arizona Library Association shall not discriminate against any person because of race, color, ethnicity, nationality, origin, creed, gender, sexual orientation, age or disability.

Section 2. CLASSIFICATIONS OF MEMBERSHIP AND DUES. Membership of the Association shall consist of personal members and organizational members.

A. PERSONAL MEMBERS

1. Regular members includes librarians, other library employees and others employed in library service or related activities.

2. Library Assistant, Technician and Associate members includes those who are employed as a library assistant, technician or associate or clerical staff member.

3. Trustees, Friends and Board members includes those not employed in

library and information services or related activities who through their personal commitment and support promote library and information services; i.e., members of advisory groups, friends and special citizen caucuses, governing boards, and/or individuals interested in participating in the work of the Association.

4. Student Membership includes those who are enrolled in an undergraduate or graduate library service or media program. Students may join under the Joint Membership program with the American Library Association under the current rate established by ALA. Membership in the student classification is limited to five years.

5. Transitional members - includes those who are unemployed (excluding retired members) or underemployed in library service or related activities at a salary of less than \$20,000 per annum.

6. A retired member includes those who are retired.

7. Honorary members are persons nominated by the Executive Board and elected for life by a 2/3-majority vote of the Executive Board. No dues.

8. A life member includes those who purchased a life membership before December 31, 1990.

B. INSTITUTIONAL MEMBERS. Libraries or other organizations, institutions or businesses interested in library service and librarianship. This category includes, but is not limited to, non-profit libraries, non-profit schools conducting programs of library or media education, library boards, friends of the library groups, non-profit organizations and businesses.

1. Vendors: Dues are \$250.

2. Libraries:

Libraries with operating budget less than \$100,000 dues \$75;

Libraries with operating budget of \$100,000-\$299,999 dues \$100;

Libraries with operating budget of \$300,000-\$999,999 dues \$125;

Libraries with operating budget of \$1,000,000-\$4,999,999 dues \$200;

Libraries with operating budget of \$5,000,000 and over dues \$300,

Included in the membership are two complimentary personal memberships to people associated with the library (Friends, Trustees, Volunteers,

Council/Governing Board members, dean, academic faculty, Foundation member or other).

### Section 3 RIGHTS AND PRIVILEGES

A. Only personal members of the Association shall have the right to vote, hold office and register at membership rates at Association programs and conferences.

B. Members can join any Division or Interest Group.

C. Personal members and organizational members shall receive the Newsletter produced by the Association.

D. The President and President-Elect of AzLA automatically become Members of all Divisions/Interest Groups during their year in office.

#### Section 4 MEMBERSHIP TERM

Membership or membership renewal shall be in effect for a rolling twelve month period based on the anniversary date of enrollment in the association. Persons or organizations that have not renewed their membership sixty days after the anniversary date shall be dropped from the rolls.

#### \*ARTICLE IV OFFICERS AND ELECTIONS \*

##### Section 1. ELECTED OFFICER

The elected officers of the Association shall be:

- President (only when President-Elect does not succeed to the presidency)
- President-Elect
- Secretary
- Treasurer
- Councilor to the American Library Association who shall be a personal member of that Association
- Mountain Plains Library Association Representative who shall be a personal member of that Association
- Three (3) Regional representatives (north, central, south)
  - o North Region: Apache, Coconino, La Paz, Mohave, Navajo counties.
  - o Central Region: Gila, Maricopa, Pinal, Yavapai, counties
  - o South Region: Cochise, Graham, Greenlee, Pima, Santa Cruz, Yuma counties.

Each of these elected officers must have been a voting member of the Association the year immediately preceding his/her running for office Regional representatives must reside in the region they represent. The officers shall perform the customary functions of their respective offices as described in the AzLA Handbook and any other specific duties as may be imposed upon them by action of the Executive Board.

## Section 2 APPOINTED OFFICERS

Appointed officers of the Association shall be:

- Division chairs:
  - o College and University Division,
  - o Public Library Division,
  - o Teacher Librarian Division, and
  - o Special Libraries Division.

Division chairs will be filled by recommendations from the Division members and calls for volunteers and be forwarded to the Elections/Appointments Committee. If none are forthcoming, the Elections/Appointments Committee will appoint the chair.

## Section 3 ELECTIONS/APPOINTMENTS COMMITTEE

The AzLA Elections/Appointments Committee, appointed annually as described in the AzLA Handbook shall present for approval, at least 45 days prior to the annual conference, a slate of candidates/appointments to the Executive Board for the offices to be filled. Written consent of each nominee/appointee evidencing his/her willingness to serve in the office shall be obtained and accompany the slate as presented.

## Section 4 TERMS OF OFFICE

A. The President-Elect shall serve the first year after election as president-elect, the second year as president, and the third year as immediate past-president. The office commences at the conclusion of the general membership meeting at the annual conference.

B. The Secretary shall be elected for a term of two (2) years, commencing at the conclusion of the general membership meeting at the annual conference in even-numbered years.

C. The Treasurer shall be elected for a term- of two (2) years commencing at the beginning of the fiscal year in even-numbered years.

D. The Councilor to the American Library Association shall be elected for a term as provided in the Bylaws of that organization commencing at the conclusion of the general membership meeting at the annual conference.

E. The Mountain Plains Library Association Representative shall be elected to begin their term at the conclusion of the general membership meeting at the annual conference for a term as provided in the Bylaws of that organization.

F. Regional representatives shall be elected and start with staggered, two year terms to prevent all new representatives every year; term will commence at the conclusion of the general membership meeting at the annual conference.

G. Division chairs shall be appointed for a term of two (2) years commencing at the conclusion of the general membership meeting at annual conference and staggered so as to provide continuity to the leadership.

#### Section 5 BALLOTING

Election shall be by mail (electronic, postal or other) ballot submitted to the membership not less than thirty (30) days before the annual conference.

In the event of a tie in any of the races for elected positions, the outcome shall be determined by a single coin toss. The coin toss shall be conducted by the chair of the Elections/Appointments Committee (or by a member of the Committee who is appointed by the chair), and shall be carried out in the presence of at least one witness who is a current member of AzLA.

The names of those who conducted the coin toss shall be included in the Final election report.

#### Section 6 VACANCIES

A. PRESIDENT: In the event a vacancy occurs in the office of President during the term for which such officer was elected, the President-Elect shall serve as President for the remainder of such term, but this shall not be deemed to create a vacancy in the office of President-Elect, nor prevent the President-Elect from succeeding to the Presidency for his/her normal term the following year.

B. PRESIDENT-ELECT: In the event a vacancy occurs in the office of President-Elect before 45 days prior to the annual conference, the office shall be filled by regular election procedure. In the event the vacancy occurs during the 45 days preceding the annual conference, a special election to fill the vacancy will be held with procedures determined by the Executive Board.

C. PRESIDENT AND PRESIDENT-ELECT: If a vacancy occurs in the office of President and President-Elect within the same term, the Executive Board may, at its discretion: (a) conduct a special election by mail ballot for successors to the offices for the remainder of the terms, or (b) appoint members of the Executive Board to the offices for the remainder of the terms.

D. SECRETARY OR TREASURER: In the event a vacancy occurs, the office shall be filled by an appointment made by the Executive Board, such appointee to hold office for the duration of that term of office.

E. COUNCILOR TO AMERICAN LIBRARY ASSOCIATION: In the event a vacancy occurs, the office shall be filled by an appointment made by the Executive Board, such appointee to hold office for the duration of that term of office.

F. MOUNTAIN PLAINS LIBRARY ASSOCIATION REPRESENTATIVE: In the event a vacancy occurs, the office shall be filled by an appointment made by the Executive Board, such appointee to hold the office for the duration of that term of office.

G. REGIONAL REPRESENTATIVE: In the event a vacancy occurs, the office shall be filled by appointment by the Executive Board until the next general election at which time a person shall be elected to fill the remainder of the term and the next two-year term.

**\*ARTICLE V MANAGEMENT \***

**Section 1 EXECUTIVE BOARD**

A. The Executive Board shall consist of the immediate Past-President, President, President-Elect, Secretary, Treasurer, Councilor to the American Library Association, Mountain Plains Library Association Representative, the three (3) Regional Representatives, and the Chair of each Division. The Communications Committee chair and the other ex-officio members, as outlined in the Handbook, shall serve as non-voting members of the Executive Board.

B. The Executive Board shall act for the Association in the administration of established policies and programs. It shall serve as the central management board of the Association, subject to review by the membership, and shall make recommendations and/or take action with respect to matters of policy and operation.

C. Each elected officer and division chair (or his/her designee) shall have one vote.

D. The President of the Association shall serve as chair of the Executive Board.

E. A quorum of the Executive Board shall be 50% of the voting members.

F. Regular meetings of the Executive Board shall be held at such times and places as the Board shall determine, but in no event fewer than four times a year.

G. Special meetings of the Executive Board may be held upon the call of the President or at the request of any three (3) voting members of the Board.

**Section 2 EXECUTIVE COMMITTEE**

A. The Executive Committee shall consist of the Immediate Past-President,

President, President-Elect, the Treasurer, and the Division chairs.

B. The Executive Committee shall be empowered to act on behalf of the Executive Board in emergency situations and carry out assignments as prescribed in the AzLA Handbook.

C. Each member of the Executive Committee shall have one vote.

D. The President shall serve as chair of the Executive Committee.

E. A quorum of the Executive Committee shall be five members.

F. Meetings of the Executive Committee shall be held as deemed necessary by the President.

G. Reports of any Executive Committee actions to be submitted by the President to the Executive Board within two weeks of an Executive Committee meeting.

### Section 3 EMPLOYEES

The Executive Board shall be empowered to employ or retain, for stated periods of time, employees or agents whose work may be necessary or desirable to accomplish the objectives of the Association. Such employees or agents need not be members of the Association.

### Section 4 MEETINGS OF THE ASSOCIATION

A. Annual meeting: The Executive Board shall call an annual meeting of the Association at such place and time as is determined by the Board.

B. Special meetings: the Executive Board may call special meetings. At the request of 5% of the voting members, the President shall call a special meeting but only the business specified in the call can be transacted at the special meeting.

C. The Executive Board may fix a registration fee for all persons attending any meeting of the Association and may set other fees such as those for conference exhibitors.

### Section 5 POLICY

A. Any question of internal operational policy may, by a majority vote of the Executive Board, be submitted to the Association to be voted upon either at a membership meeting or by mail as the Executive Board may determine.

B. Any action of the Executive Board may be set aside by a three-fourths Vote (3/4) of members attending any membership meeting of the Association or by a majority vote by mail (electronic, postal, or other) in which at least one-fourth (1/4) of the members of the

Association have voted. Such a vote by mail shall be held upon petition of 1 00 members of the Association.

## Section 6 FINANCIAL REVIEW OF FUNDS

There shall be a financial review of the Association's funds by a Certified Public Accountant every 2 years concurrent with the election of the new treasurer. A letter from the CPA indicating the financial health of the association shall be presented to the Board for their information. The fiscal year for the Association is the calendar year, January 1 - December 31.

## \*ARTICLE VI DIVISIONS \*

College and Universities; Public Libraries; Teacher Librarian; Special Libraries

Section 1 DIVISION MEMBERSHIP Only members of the Association may be members of a Division. A Division shall accept as members all members of the Association who elect membership in that Division.

Section 2 ORGANIZATION OF A DIVISION Each Division shall organize under operating procedures of its own provided that they are consistent with the Articles of Incorporation or the Bylaws of the Arizona Library Association. Each Division may establish such committees, sections, or other subordinate units as may be required to discharge properly the responsibilities assigned to it. Division chairs will serve a term of two years.

No Division shall incur expense on behalf of the Association except as authorized, nor shall it commit the Association by any declaration of policy except as authorized by the Executive Board.

Section 3 CHAIR Each Division shall operate with a chair appointed by the Elections/Appointment Committee. Chairs will serve terms of two years.

Section 4 VOTE Chairs of Divisions serve as voting members of the Executive Board.

Section 5 FUNDS The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each Division.

## \*ARTICLE VII INTEREST GROUPS\*

A list of active Interest Groups is located in the Handbook.

Section 1 ESTABLISHMENT The Executive Board may authorize the organization of an Interest Group upon petition of any group of no fewer than 25 members of the Association with similar interests and with a chair identified to conduct group business.

Section 2 INTEREST GROUP MEMBERSHIP Only members of the Association may be members of an Interest Group. An Interest Group shall accept as members all members of the Association who elect membership in that Interest Group.

Section 3 CHAIR Each Interest Group shall identify its own chair and communicate its selection to the Elections/Appointments Committee. Chairs will serve terms of two years.

No Interest Group shall incur expense on behalf of the Association except as authorized, nor shall it commit the Association by any declaration of policy except as authorized by the Executive Board.

Section 4 REPORTS Chairs of Interest Groups shall provide written reports of their activities to the Executive Board at the Executive Board meetings. Chairs are encouraged to attend Executive Board meetings to make oral reports to the Board as needed.

Section 5 FUNDS The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each Interest Group.

Section 6 DISCONTINUANCE The Executive Board, by an affirmative two-thirds vote at two (2) consecutive meetings may discontinue an Interest Group when, in the opinion of the Board, and after having given the Interest Group the right to be heard, the usefulness of the Interest Group has ceased. The Board shall always consider for discontinuance an Interest Group whose membership is fewer than 25 voting members or that has failed to identify a chair for its group.

**\*ARTICLE VIII COMMITTEES \***

Awards; Conference; Intellectual Freedom; Legislation; Membership; School of Information Resources and Library Science; Homer Fellowship; Communications; Elections/Appointments.

Section 1 STANDING COMMITTEES. A standing committee is a committee with long term objectives so closely interwoven with the total program and development of the Association that it should have a continuing life.

A. ESTABLISHMENT, DISCONTINUANCE, AND CHARGE A standing committee may be established or discontinued and its charge determined by a two-thirds vote of the Executive Board.

B. CHAIR The President shall appoint the chair of a standing committee for a term of one year unless otherwise specified in the AzLA Handbook. Such term to begin at the conclusion of the general membership meeting of the Association at

the annual conference. Voting members of the Executive Board may not serve as chairs of a standing committee.

C. MEMBERSHIP Membership of each standing committee shall be in accordance with the provisions in the AzLA Handbook. No member of the Association shall serve on more than two standing committees during the same year except for the President and President-elect who shall be ex-officio members of all committees.

D. REPORTS The chair of each standing committee shall provide written reports of its activities to the Executive Board at all Executive Board meetings. Chairs are encouraged to attend Executive Board meetings to make oral reports to the Board as needed.

E. FUNDS The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each standing committee.

Section 2 AD HOC COMMITTEES An ad hoc committee is a committee appointed to pursue a designated project or a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project.

A. ESTABLISHMENT AND CHARGE An ad hoc committee may be established and its charge determined by the President or by a majority vote of the Executive Board.

B. CHAIR The President, with the consent of the Executive Board shall Appoint the chair of an ad hoc committee.

C. MEMBERSHIP of each ad hoc committee shall be determined or delegated by the President or the Executive Board in keeping with the committees stated charge.

D. REPORTS The chair of each ad hoc committee shall provide written reports to the Executive Board for all Executive Board meetings. The chair of each ad hoc committee is encouraged to attend Executive Board meetings to make oral reports to the Board as needed.

E. FUNDS The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each ad hoc committee.

#### \*ARTICLE IX COMMUNICATION AND INFORMATION DISSEMINATION\*

Section 1 METHODS OF COMMUNICATION The Association shall utilize appropriate and varied methods to disseminate information and meet the communication needs of the membership on a regular basis.

Section 2 MEMBERSHIP COMMUNICATION COORDINATOR Membership Communication Coordinator shall be appointed by the President, shall provide written reports to the Executive Board for Executive Board meetings, and participate as part of the Communications Committee.

**\*ARTICLE X CONFERENCES\***

Section 1 The Association shall present a minimum of one statewide conference and one regional forum annually to meet the needs of the membership at such place and time as determined by the Executive Board. Regional forums should be rotated among the three AzLA regions.

Section 2 ANNUAL CONFERENCE CHAIR(S) The chair/s of the annual conference shall be appointed by the President and shall report to the Executive Board on a regular basis.

Section 3 ANNUAL CONFERENCE PROGRAM COMMITTEE The Program committee will be comprised of the Division chairs and the Interest Group chairs or their designees. The President will appoint the Program chairs.

**\*ARTICLE XI AFFILIATION WITH OTHER ASSOCIATION\*S**

Section 1 The Executive Board reserves the authority to affiliate the Association with other organizations or associations.

Section 2 Divisions and Interest Groups may affiliate with other organizations upon approval of the Executive Board.

**\*ARTICLE XII AMENDMENTS\***

Section 1 Proposals for amending the Bylaws may be initiated either by resolution of the Executive Board or by written petition to the Executive Board of at least 15% of the voting members of the Association.

Section 2 The Executive Board shall submit a proposed amendment for a vote of the membership. This vote can be held at a membership meeting or by mail.

A. In the event that the vote is to be taken at a membership meeting, at least 10 days shall have intervened between the mailing of a written copy of the proposed amendment and the meeting at which the vote shall be taken.

B. In the event of a vote by mail, the deadline for the return of ballots shall be at least 30 days after the date of the mailing of the proposed amendment and the ballots.

Section 3 A proposed amendments to the Bylaws shall become effective after a majority vote of the voting membership present at a meeting of the Association or by a majority vote of the voting membership responding to a vote held by mail.

**\*ARTICLE XIII PARLIAMENTARY AUTHORITY\***

Section 1 The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or any special rules of order the Association may adopt.