

ACADEMIC AND SPECIAL LIBRARIES SECTION BYLAWS

ARTICLE I. NAME

- Section 1.** The name of this section will be the Academic and Special Libraries Section of the North Dakota Library Association.
- Section 2.** The official abbreviation will be A & SL.

ARTICLE II. PURPOSE

- Section 1.** The purpose of the section will be to promote academic and special libraries and librarianship in North Dakota by:
- A. Providing an opportunity for discussion and exchange of ideas for persons interested in the problems of academic and special libraries;
 - B. Contributing to the total professional development of academic and special libraries;
 - C. Improving service capabilities of academic and special libraries;
 - D. Promoting and speaking for the interests of academic and special libraries;
 - E. Promoting study and research relevant to academic and special librarianship and library education.

ARTICLE III. MEMBERSHIP

- Section 1.** Membership in the A & SL is open to all persons who are members of the North Dakota Library Association with an interest in the above stated purposes of the section and have the right to vote.

ARTICLE IV. MEETINGS

All meetings are open where A & SL business is discussed or where any formal action is taken.

Section 1. Annual Meeting

The section holds its annual business meeting in conjunction with the North Dakota Library Association. A program is also sponsored by the Section at the annual conference.

Section 2. Special Meetings

Special meetings may be called by the Chair. The call requires a two week notice to the Section membership.

Section 3. Quorum

A quorum for the transaction of business at any meeting will be 15% of total membership.

ARTICLE V. NOMINATIONS AND ELECTIONS

Section 1. Nominations

The Chair will appoint a nominations committee. The NDLA Executive Board approves the nominations prior to the creation of the ballot.

Section 2. Elections

The NDLA Nominations and Elections Committee assumes responsibility for conducting the election. All elections of section officers will be conducted by ballot in compliance with the NDLA ballot procedures. The ballot, which provides for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

ARTICLE VI. OFFICERS

Section 1. Term

Officers will be elected for a one-year term and assume their duties at the close of the annual conference following their election. The Chair-elect succeeds the Chair upon expiration of the Chair's term.

Section 2. Executive Committee

- A. The Executive Committee is composed of the Section officers: Chair, Chair-elect and Secretary. The immediate past chair is an ex-officio nonvoting member of the committee.
- B. All members of the Executive Committee will serve one-year terms. No officer can simultaneously hold more than one office.
- C. A majority of the Executive Committee will constitute a quorum for the transaction of Executive Committee business.

Section 3.**Duties of Officers**

- A. The Chair will act as the chief administrative officer of the section, preside at all section meetings, appoint committees necessary to conduct section business, submit a budget to the NDLA Finance Committee, represent the section at the NDLA's Executive Board meetings as a voting member of the Board, and assume all other responsibilities in accordance with section needs.
- B. The Chair-elect will be responsible for the planning and preparation of the section's program at the NDLA annual conference, preside at section meetings in the absence of the Chair, assume responsibilities as assigned by the Chair, and succeed to the office of Chair.
- C. The Secretary will record and distribute minutes of the section meetings and of the Executive Committee business meetings, and will send reports of such meetings to the President of the NDLA and to The Good Stuff as appropriate. The Secretary will also handle correspondence, memos, and other duties as requested by the Chair.

Section 4.**Vacancies**

A vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-elect. Other vacancies will be filled by Chair appointment until elections are held.

Section 5.**Removal of Officers**

- A. Elected officers of the Section may be removed from office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.
- B. Just cause is defined as any willful violation of the provisions of the NDLA Constitution of Bylaws, or Section Bylaws, violation of statutory law which tarnishes the reputation of the Association or Section, or incapacity in executing the responsibilities of office.

ARTICLE VII. COMMITTEES AND APPOINTMENTS

Section 1. Secretary

The Chair will select a Secretary from those in attendance for the purpose of recording the minutes and submitting a written copy to the Chair.

Section 2. Committees

The Chair will appoint the membership of committees established to perform the function or to meet the purpose of the Roundtable. Committees may be created or abolished by a majority vote of the roundtable membership.

ARTICLE VIII. AMENDMENTS

Section 1. All proposals for amending the Bylaws will be submitted in writing to the NDLA Constitution, Bylaws and Policies Committee. The NDLA Executive Board approves section bylaws revision.

Section 2. Proposed Bylaws changes will be presented in writing to the membership at least one month before voting.

ARTICLE IX. FEES, GRANTS, SPECIAL ASSESSMENTS

Section 1. Fees, grants, or special assessments under consideration by the section will be submitted to the NDLA Executive Board for approval.

Adopted at the business meeting: May 2, 1986

Amended at the business meeting: September 23, 1989

Amended at the business meeting: September 23, 1994

Draft amended: August 1999 Ratified by Section: September 1999

Approved by NDLA Executive Board: May 15, 2000

Revised: September 2008

Approved by NDLA Executive Board: June 2, 2010