

**NEW MEMBERS ROUNDTABLE  
BYLAWS**

**ARTICLE I      NAME**

- Section 1.**      The name of this organization shall be the North Dakota New Members Roundtable.
- Section 2.**      The official abbreviation will be ND/NMRT.

**ARTICLE II     PURPOSE**

- Section 1.**      The purpose of this organization shall be to:
- A.** promote and encourage participation in professional activities, particularly at the state level North Dakota Library Association;
  - B.** promote a sense of responsibility for the development of library service and librarianship; and,
  - C.** orient new members to North Dakota and to the library profession.

**ARTICLE III    MEMBERSHIP**

- Section 1.**      **Regular members:** Any person who has an active NDLA membership as specified in the NDLA bylaws, for the first five years of membership, shall be considered eligible for regular membership in ND/NMRT and have the right to vote and hold office.
- Section 2.**      **Associate members:** Individual members of NMRT who do not meet the conditions of membership but who are interested in promoting NMRT interests may, upon payment of their NDLA dues, be eligible as associate members. Associate members do not have the right to vote or to hold office.

**ARTICLE IV     MEETINGS**

All meetings where ND/NMRT business is discussed or where any formal action is taken are open.

- Section 1.**      **Annual meeting**  
There shall be a Fall business and membership meeting held each year in conjunction with the annual North Dakota Library Association annual conference.
- Section 2.**      **Special meetings**  
Special meetings of the membership may be held at the call of the Executive Committee.
- Section 3.**      **Quorum**  
Ten percent of the ND/NMRT membership shall constitute a quorum for the transaction of business at any general membership meeting. A majority of the Executive Committee shall constitute a quorum for the transaction of Executive Committee business.

**ARTICLE V      NOMINATIONS AND ELECTIONS**

**Section 1.      Nominations**

- A. A nominating committee of no fewer than three members shall be appointed by the Chair. The Nominating Committee shall have the responsibility of nominating candidates for each of the following positions to be filled: Chairperson-Elect and Secretary.
- B. The Nominating Committee shall obtain from all nominees their written consent, their professional addresses, and their brief biographical sketches. The biographical sketches shall become part of the North Dakota Library Association annual ballot.
- C. The NDLA Executive Board approves the nominations prior to the creation of the ballot.

**Section 2.      Elections**

The NDLA Nominations and Election Committee assumes responsibility for conducting the election. All elections of the ND/NMRT officers will be conducted by ballot in compliance with 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.      Terms of office**

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

**Section 2.      Executive Committee**

The Executive Committee is composed of the Roundtable officers: Chair, Chair-elect, and Secretary.

**Section 3.      Duties of Officers**

- A. The Chair will preside at all meetings of ND/NMRT; attend the NDLA Executive Board meetings as a voting member of the Board; submit a written report for each meeting and an annual report at the NDLA annual conference; maintain the ND/NMRT Policies Handbook; send Roundtable news to *The Good Stuff* editor when appropriate; submit a budget to the NDLA Finance Committee; request disbursements from the NDLA treasurer; assure a slate of nominations for offices is submitted to the NDLA Nominations and Elections Committee; and assume all other responsibilities in accordance with Roundtable needs.
- B. The Chair-elect will upon request of the Chair, exercise the authority of the Chair in the Chair's absence; plan the program for the annual conference; and carry out other duties as assigned by the Chair.
- C. The Secretary will record and distribute minutes of the meetings to the Roundtable membership within one month of the meeting; handle correspondence, memos, and other duties when requested by the Chair.

**Section 4. Vacancies**

Vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-elect. A vacancy in the office of Chair-elect or Secretary will be filled by Chair appointment until elections.

**ARTICLE VII COMMITTEES AND APPOINTMENTS**

Committees will be appointed and will serve as needed to conduct section business. The section chair will appoint committee chairpersons who will appoint the individual committee members.

**ARTICLE VIII AMENDMENTS**

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

**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 he Roundtable will be submitted to the NDLA Executive Board for approval.

**ARTICLE X AFFILIATION**

**Section 1.** The ND/NMRT shall maintain membership as an affiliate of the American Library Association New Members Roundtable.

Adopted: September 1984

Revised: 1985

Amended: September 1987

Amended: September 1991

Amended: March 2000

Approved by Executive Board: May 15, 2000

Ratified by Roundtable: September 2000

Revised: 2003; Approved by Executive Board: June 2, 2003

Ratified by Roundtable: September 25, 2003

Revised: 2008