

## Appendix H: College, University, and Special Libraries Division – Bylaws

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### Bylaws of the College, University and Special Libraries Division, Alabama Library Association

(Amended at 1998 Alabama Library Association Convention)

#### ARTICLE I. NAME

This organization shall be known as the College, University and Special Libraries Division of the Alabama Library Association.

#### ARTICLE II. OBJECT

The object of this Division shall be to promote library service and librarianship in the kinds of libraries enumerated in Article I, within the state of Alabama. The Division shall carry out a program of activities to advance the standards of library service, and the scholarly and professional growth of those engaged in work in these libraries.

#### ARTICLE III. MEMBERSHIP

##### **Section 1.** Eligibility

Any person associated with a college, university or special library, or interested in the promotion of such libraries is eligible for membership in this Division upon payment of dues in the Alabama Library Association. All paid-up members of the Division shall be eligible to vote in person or by mail.

##### **Section 2.** Dues

A separate dues rate will be assessed for membership in the Division. This rate will be subject to approval by the Association Executive Council. All dues and extra fees or other monies assessed by the Division for special programs must be deposited in the Association's general fund after collection. All such dues and fees are subject to the Association's overhead charge.

## ARTICLE IV. OFFICERS

### **Section 1.** Designated Officers

There shall be seven officers of the Division, consisting of a chair, chair-elect, and secretary, member-at-large for planning, member-at-large for organization and bylaws, member-at-large for projects, and member-at-large for programs. The chair, chair-elect, and secretary shall serve one year or until their successors are elected and qualified. They may not succeed themselves. The chair shall automatically be succeeded by the chair-elect. The members-at-large will be elected to two year, staggered terms (i.e., only two members-at-large elected each year). The office of chair-elect shall, whenever possible, rotate among the three interest groups of the Division (i.e., Junior College, Special, and College/University).

### **Section 2.** Election

Elections shall be held by mail ballot from the Association's main office.

### **Section 3.** Duties of Elected Officers

- a. Chair:** It shall be the duty of the chair to preside at the meetings of the Division, to appoint all non-elected committee chairs (who shall be approved by the Executive Committee), to appoint the CUS Webmaster, to represent the Division on the Executive Council of the Alabama Library Association, to serve as an ex-officio member of the Executive Board of the Alabama Association of College and Research Libraries, and to perform all other duties usually associated with the office of chair.
- b. Chair-Elect:** In the absence of the chair, the chair-elect shall perform the duties of the office. In addition, the chair-elect shall be responsible for handling the budget preparation and the details for the succeeding year's convention and programs.
- c. Secretary:** The secretary shall act as recording secretary and as correspondence secretary when so directed by the chair. The secretary shall keep, in book provided for that purpose, a record of the minutes and proceedings of the

meetings; and shall see that papers worthy of publication and annual reports of the activities of the group are directed to ALLA publications In addition, the secretary shall maintain the records of the Division until every fifth year when an ad hoc committee shall be appointed to update the CUS History. Duties as corresponding secretary shall be the usual ones of that job.

- d. Member-at-Large for Planning:** It shall be the duty of the member-at-large for planning to chair the Division's Planning Committee and to perform other functions as directed by the chair.
- e. Member-at-Large for Organization and Bylaws:** It shall be the duty of the member-at-large for organization and bylaws to serve as chair of the Division's Bylaws Committee and to represent the Division on the Association's Bylaws Committee and Handbook Committee. In addition, the member-at-large for organization and bylaws is responsible for maintaining the CUS Liaison Network and the formation of an Ad Hoc Handbook Committee for major revisions when needed. The member-at-large for organization and bylaws shall maintain updates to the handbook.
- f. Member-at-Large for Projects:** It shall be the duty of the member-at-large for projects to serve as chair of the Division's Projects Committee. The member-at-large for projects will coordinate with the official Webmaster in charge of the CUS Website. In addition, the member-at-large for projects will be responsible for the biennial updating of the CUS Directory.
- g. Member-at-Large for Programs:** It shall be the duty of the member-at-large for programs to serve as chair of the Division's Programs Committee and to recommend program ideas for the annual meeting and programs sponsored during the year. The program plans will be for the succeeding year.

## ARTICLE V. MEETINGS

### **Section 1.** Regular Meeting

The Division holds its regular meetings at the same time and place as the Alabama Library Association. General meetings are open to all interested persons. The Division may, with the approval of the Executive Committee, hold closed meetings.

### **Section 2.** Special Meetings

If occasions demand, special meetings may be called at such time and place as may be decided upon by the Executive Committee.

### **Section 3.** Quorum

A majority of those members present and voting shall constitute a quorum.

## ARTICLE VI. COMMITTEES

### **Section 1.** Executive Committee

- a. Members:** The Executive Committee shall consist of the officers of the Division, the retiring chair, and the chairs of the standing committees.
- b. Duties and Authority:** The Executive Committee shall have general direction of the affairs of the Division. It shall plan and arrange programs for the Division meetings and shall carry out any necessary business between meetings. It shall decide upon the expenditures of funds allocated to the Division and receive an accounting of these expenditures at least annually. It shall receive all committee reports.
- c. Quorum:** A majority of the members will constitute a quorum.
- d. Vacancies:** Appointments to fill any vacancies in elective positions between meetings shall be made by the Executive Committee until it is possible for the Division to fill the vacancy.

## **Section 2.** Standing Committees

- a. Nominating:** The committee shall consist of three members representing the various groups and interests of the Division. The immediate past chair of the Division shall serve as chair of the Nominating Committee. Nominees shall be solicited in ALLA publications, the ALLA-L listserv, and the CUS Website, and every effort shall be made for group involvement. The Nominating Committee shall report names of nominees for the various offices to the Executive Committee for approval, prior to contacting the nominees. The names of qualified nominees for each office with resumes shall be published in the Division's portion of ALLA publications in the issue preceding the ballot from the Executive Secretary.
- b. Membership:** This committee shall work to increase the membership of the Division. Its members should represent the different types of CUS libraries and various geographic regions of the State.
- c. Publications:** This committee shall have the responsibility of publicizing the activities of the Division and its members via ALLA publications the ALLA-L listserv, the CUS Website, and other media. The committee is responsible for encouraging and rewarding professional publication by Alabama Library Association members by reviewing and selecting annual recipients of CUS Outstanding Professional Publication awards. The chair of this committee shall serve as a member of Publications Board.
- d. Projects:** This committee shall have the responsibility of determining and accomplishing special projects relating to the college, university, and special library fields and shall periodically review the object of the Division as stated in Article II of the CUS Bylaws. Additional committees for each project may be appointed by the chair of the Division at the request of this committee. The committee shall also be responsible for maintaining and updating the CUS Directory and for advising the CUS Webmaster on changes and additions to the CUS Website. The member-at-large for projects shall serve as chair of the

Projects Committee. The member-at-large for planning shall serve as a member of this committee.

- e. Bylaws:** This committee shall continuously study the Bylaws for revision, and shall submit to the membership any changes deemed necessary. The member-at-large for organization and bylaws shall serve as the chair of this committee and shall also serve on the Bylaws Committee of the Alabama Library Association.
- f. Legislative:** This committee shall have the responsibility of working under the direction of the Association's Legislative Development Committee to fulfill the charge of said committee as outlined in the Organizational Policies of the Alabama Library Association. The chair of this committee shall represent the Division on the Alabama Library Association Legislative Development Committee.
- g. Research:** This committee shall have the responsibility of determining and implementing methods by which research can be presented to the Division as a whole. The committee shall solicit, review, and select research projects for presentation at the CUS Research Forum held at the annual convention, and determine which projects will be awarded prizes. In addition, the committee shall solicit, review, and select recipients of CUS Research Grants.
- h. Public Relations:** This committee shall have the responsibility of promoting the projects and activities of the Division through the media in the State. The chair of this committee shall represent the Division on the Alabama Library Association Public Relations Committee.
- i. Programs:** This committee shall develop plans for the annual convention program by identifying session themes and potential speakers two years in advance, thereby providing the Chair-Elect with program ideas when he/she assumes office. The committee shall also develop plans for other programs, workshops, and/or other activities sponsored or co-sponsored by the Division.
- j. Planning:** This committee shall review and update the Division's missions and goals statement and long-range plan annually.

- k. Committee Membership:** All standing committees shall have sufficient members to carry out their responsibilities. For continuity, these members shall serve on a rotating basis so that in any given year the majority of a committee membership will have previous knowledge of that committee's activities. Members may serve consecutive terms on committees.

### **Section 3.** Special Committees

Such other committees, standing or special, shall be appointed by the chair of the Executive Committee, which from time to time are deemed necessary to carry out the work of the Division. The motion creating special committees shall specify its charge and the length of time allocated for its work to be completed.

- a. Handbook Committee:** The Handbook Committee shall be appointed by the Division Chair when necessary and shall have the responsibility of making major revisions in the Handbook. The committee shall be responsible for enumerating the charges, duties, and/or responsibilities of each officer and committee of the Division and for suggesting practical methods of policy implementation. The CUS secretary serves as an ex officio member of the committee. The member-at-large for organization and bylaws shall serve as a member of this committee.
- b. History Committee:** The History Committee shall be appointed every five years to update the written history of the Division.

### **Section 4.** Committee Chairs

Chairs of all standing committees except the Nominating Committee shall serve two-year appointments, which will be staggered so as not to have all new committee chairs each year. Committee chairs will appoint their committee members. No person can chair more than one standing committee at a time.

## **ARTICLE VII. RULES AND AMENDMENTS**

### **Section 1.** Rules of Order

The rules contained in *Robert's Rules of Order*, latest revision, shall govern the Division in the handling of its business in all cases to which they are applicable.

## **Section 2.** Amendments

- a.** Amendments to these Bylaws will be proposed in writing and may be introduced by either the Executive Committee, the Bylaws Committee, or by any member in good standing of the Division.
- b.** Members shall be informed by printed notice of proposed amendments at least two weeks prior to the presentation of the amendments to vote.
- c.** These Bylaws may be amended in either of two ways:
  - 1. By a two-thirds ( $2/3$ ) vote of the members present and voting at the annual meeting immediately following proper notice of such amendments; or
  - 2. By a majority vote of the entire membership to be conducted by e-mail ballot, if such be specified by the majority of the members present at any annual meeting, or requested by a one-third ( $1/3$ ) minority.