

## Appendix K. Alabama Library Instruction Round Table – Bylaws

**Alabama Library Association  
Alabama Library Instruction Round Table (ALIRT)  
Bylaws**

### **ARTICLE I. NAME**

The name of this organization shall be Alabama Library Instruction Round Table (ALIRT).

### **ARTICLE II. OBJECT**

The purpose of this organization shall be to represent the interests of those concerned with improving the quality of library use instruction in all types of libraries.

### **ARTICLE III. MEMBERS**

Membership shall be open to members of the Alabama Library Association, Inc., who are interested in ALIRT's objectives and pay dues as determined by the membership of the Round Table at the annual meeting.

### **ARTICLE IV. OFFICERS**

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

The Executive Committee shall be comprised of the following voting members: Moderator, Moderator-Elect, and Secretary-Treasurer.

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

The Executive Committee shall meet quarterly and shall act for the Round Table in the intervals between meetings, subject to the approval of the membership of the next meeting. Officers shall serve a one-year term.

**Section 3.** Quorum

A majority of the three voting members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

**Section 4.** Nominations

A nominating committee of not less than three members shall be appointed by the Executive Committee. The nominating committee shall choose a slate of candidates for the offices of Moderator, Moderator-Elect, and Secretary-Treasurer, consisting of one or more nominees for each office. The nominating committee shall prepare and mail the slate to the Association Administrator by the specified date. Nomination by petition shall be accepted when submitted over the signature of five members of the Round Table to the nominating committee chairman within three weeks after the slate is mailed. Official ballots shall be returned as directed by the Association Administrator. If the office of Moderator becomes vacant, The Moderator-Elect shall assume that office. The Moderator-Elect shall also serve the term for which they were elected. When a vacancy occurs on the Executive Board other than that of Moderator or Moderator-Elect, the Executive Board shall appoint a member to serve the remainder of the term.

**Section 5.** Resignation

Any officer of the Association may, at any time, resign by addressing and delivering a letter of resignation to the President or to any other officer of the Association or by reading same at a meeting of the Executive Council. Any such resignation will be effective on the date stated therein, or, if none be stated, on the earlier of (i) acknowledgment of such resignation spread upon its minutes by the Executive Council, or (ii) one calendar month after the delivery or reading of the letter of resignation as herein above provided.

**Section 6.** Removal

Any officer elected by the members of Association may be removed at any time, with or without cause, by unanimous vote of all the other voting members of the ALIRT Executive Committee, or by vote of at least two-thirds (2/3) of the

individual members of the Committee present and voting at a duly called meeting (which may be held via email) at which a quorum is present.

## ARTICLE V. DUTIES OF OFFICERS

### **Section 1.** Moderator

The Moderator shall be chief executive of the Round Table and the Round Table's representative to the Alabama Library Association, Inc. Executive Council, and shall send notification of meetings, and submit request-for-payment forms.

### **Section 2.** Moderator-Elect

The Moderator-Elect shall assume the responsibilities and perform the duties of the Moderator in the absence of the Moderator and serve as Program Chairman. At other times the Moderator-Elect shall serve as parliamentarian. If the Moderator-Elect must become Moderator to complete the term of the previous Moderator, he shall also be eligible to serve the term for which he/ she was elected.

### **Section 3.** Secretary-Treasurer

The Secretary-Treasurer shall handle correspondence, keep minutes of general and Executive Board meetings, and shall keep necessary and proper records.

## ARTICLE VI. COMMITTEES

### **Section 1.** Standing Committees

The standing committees shall be: Membership, Nominating, Bylaws/Handbook, and Programs. Ad Hoc committees shall be appointed by the Executive Board when necessary.

### **Section 2.** Special Committees

Special committees shall be created by the Executive Board as needed.

**Section 3.** Appointment

Committee members shall be appointed by the Moderator with the advice and consent of the Executive Board.

**Section 4.** Records

All committees shall maintain records of their proceedings and shall report at the annual meeting.

**Section 5.** Chairpersons

Chairpersons of the committees shall be appointed by the moderator.

**ARTICLE VII. MEETINGS**

**Section 1.** Business Meetings

There shall be one business meeting a year held at the time of the annual meeting of the Alabama Library Association, Inc.

**Section 2.** Other Meetings

Other meetings shall be held on call of the Moderator, on call of the Executive Council, or by petition of one-fourth (1/4) of the membership.

**Section 3.** Notice

Written or printed notice of meetings shall be delivered as prescribed in Article III, Section 3 of the Bylaws of the Alabama Library Association, Inc.

**ARTICLE VIII. EXECUTIVE BOARD**

**Section 1.** Members

There shall be an Executive Board consisting of a maximum three (3) voting members: the Moderator, Moderator-Elect, and Secretary-Treasurer.

**Section 2.** Authority

The Executive Board shall have general supervision of the affairs of the Round Table in the intervals between meetings.

## ARTICLE IX. PARLIAMENTARY PROCEDURE

*Robert's Rule of Order*, latest edition, shall govern the Round Table in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Round Table or the Alabama Library Association, Inc.

## ARTICLE X. AMENDMENT OF BYLAWS

The By-Laws may be amended by a majority of the members of the Round Table present at the annual business meeting or any called meeting, provided members are given notice at least 21 days prior to the meeting. Proposed changes must be distributed 14 days prior to the meeting. Amendments to the ALIRT By-Laws is subject to the approval of the ALLA Executive Council.

## ARTICLE XI. EXAMINATIONS AND ELECTIONS

### **Section 1.** Election Ballot

The Executive Board may prescribe election by ballot at a meeting or by mail or otherwise.

### **Section 2.** Candidates

The Executive Board shall choose a slate of candidates for the offices of Moderator-Elect, Secretary-Treasurer, and two (2) Members-at-Large. The Executive Council shall approve and publish the slate in accordance with the Alabama Library Association, Inc. election procedures.

### **Section 3.** Results

The Moderator Elect shall validate and announce the election results to the membership when held at Convention. Otherwise, the Tellers Committee of the Alabama Library Association, Inc. shall be responsible for validating election results. A simple plurality of votes cast is required for election. The Moderator should inform newly elected officers as soon as possible after the election.

#### **Section 4.** Vacancies

When a vacancy occurs on the Executive Board other than that of Moderator or Moderator-Elect, the Executive Board shall appoint a member to serve the remainder of the term. A special election shall be held to elect a Moderator-Elect who shall succeed the Moderator when his/her term ends.

### **ARTICLE XII. CALENDAR**

#### **Section 1.** Business

The business year of the Round Table shall be from the close of one annual Alabama Library Association, Inc. conference to the close of the next annual conference.

#### **Section 2.** Membership

The membership year shall correspond with the Alabama Library Association, Inc. membership year.

### **ARTICLE XIII. DUES**

Dues shall be determined by the membership of the Round Table with the approval of the Alabama Library Association, Inc. Executive Council. Changes in dues shall be approved at the annual meeting, shall be due in accordance with the Alabama Library Association, Inc.'s membership year and shall be payable to the Alabama Library Association, Inc.

### **ARTICLE XIV. STATE AFFILIATE**

This organization shall be a round table of the Alabama Library Association, Inc. As such, it shall be conducted in accordance with Article IX of the By-Laws of the Alabama Library Association, Inc.