

Appendix M: Multicultural Information Roundtable – Bylaws

Bylaws of the Multicultural Information Roundtable (MCIRT) of the
Alabama Library Association
(Created in 2015)

ARTICLE I. NAME

The name of the unit shall be the Multicultural Information Roundtable of the Alabama Library Association.

ARTICLE II. PURPOSE

The Multicultural Information Roundtable is a unit within the Alabama Library Association. Its purpose is to provide a forum for exchanging information concerning race, ethnicity, gender, sexual orientation, physical ability, age and more.

ARTICLE III. MEMBERSHIP

Section 1. Classification

Any member of the Alabama Library Association may become a member of the Roundtable upon payment of dues. Members are: librarians, library employees and or library/information science students who are members of the Alabama Library Association interested in supporting the work of the Roundtable.

Section 2. Rights and Privileges

Only personal members of the Roundtable shall have the right to vote and hold office. Only personal members shall have the right to be appointed to a committee.

Section 3. Dues

The dues shall be paid on an annual basis according to the fiscal year established by the Alabama Library Association Executive Council. The dues schedule shall be reviewed at least every three years at the discretion of the elected officers of the

Roundtable. Any suggested changes will be presented to the ALLA Executive Council for approval.

Section 4. Unpaid Dues

Members whose dues are unpaid upon the expiration of their membership year and who shall continue such delinquency for one month after notice of the same has been sent, shall be dropped from membership. Lapsed members may be reinstated upon payment of dues for the current year.

ARTICLE IV. OFFICERS

Section 1. Elected Officers

Elected officers of the Roundtable shall be the Moderator; Moderator-Elect, Immediate Past-Moderator, Secretary-Treasurer.

Section 2. Executive Committee

The elected officers shall function as the Executive Committee. The Executive Committee shall be presided over by the Moderator. Standing Committee Chairs (see *Article VII*, below) shall also serve as members of the Executive Committee.

- a. A vacancy in the elected membership of the Executive Committee shall be filled by Executive Committee appointment, the appointee to serve until annual officer elections.
- b. The Executive Committee shall report on its activities quarterly to the Executive Council of the Alabama Library Association.
- c. A majority shall constitute a quorum of the Executive Committee.

Section 3. Duties of Officers

The elected officers shall perform the duties of their respective offices and other such duties as approved.

- a. The Moderator shall be chief executive of the Roundtable and the Roundtable's representative to the Alabama Library Association Executive Council, and shall send notification of meetings, and submit operating budget request forms, quarterly reports, etc. as required by the ALLA Executive Council.

- b.** The Moderator-elect shall perform the duties of the Moderator in the absence of the Moderator; shall be a member of the Steering Committee; shall be responsible for the program at the annual meeting; shall serve as Membership Chairperson; and shall serve as an aide to the Moderator

Section 4. Terms of Office

All elected officers shall serve until the adjournment of the Roundtable business meeting at the Annual Convention of the Alabama Library Association of the year in which their term is slated to expire or until the adjournment of the meeting at which their successor(s) are chosen.

- a.** The Moderator and Moderator-elect shall serve for one-year terms; upon completion of his/her term as Moderator, the Moderator shall then serve in the position of Immediate Past Moderator for a one-year term.
- b.** The Secretary-Treasurer shall serve for a two-year term.

Section 5. Termination of Office

Any elected officer may be terminated by a majority vote of the Executive Committee. Cause for termination shall include non-correspondence or non-attendance of two consecutive MCRT (electronic or physical) meetings without notification to the Moderator or Moderator-Elect. The Secretary-Treasurer, under the direction of the Executive Committee, shall notify the officer in writing the cause for termination action taken against him/her.

MEETINGS

Section 1. Regular Meetings

- a.** The annual membership meeting of the Roundtable shall be held during the Annual Convention of the Alabama Library Association. Reports on the activities of the Executive Committee and Standing Committees shall be made to the membership.
- b.** The Executive Committee will meet quarterly and as often as needed via e-mail when in- person meetings are not feasible and at the Annual ALLA Convention.
- c.** At all meetings, Robert's' Rules of Order (latest edition) will be followed.

Section 2. Voting

Votes by mail or e-mail may be authorized by the Executive Committee between meetings. A simple majority of the Executive Committee shall constitute a quorum

and a three-fourths majority of those voting shall be required to carry. For votes by the membership of the Roundtable, twenty-five percent of the membership shall constitute a quorum and a majority of those voting shall be required to carry.

Section 3. Quorum

Those members of the Roundtable present shall constitute a quorum at membership meetings.

NOMINATIONS AND ELECTIONS

Section 1. Nominations

- a.** No person shall be nominated by the Nominating Committee whose written statement of acceptance has not been filed with the Executive Committee. The written statement may be submitted via e-mail.
- b.** No person shall be nominated for more than one elective office.
- c.** No person shall be nominated who is not a personal member of the Alabama Library Association.

Section 2. Elections

Officers shall be elected by a simple majority vote. In the case of a tie vote, the Executive Committee shall be responsible for breaking the tie by electing one of the two candidates. A simple majority of the Executive Committee shall carry.

Section 3. Re-election

Officers may be re-elected but may not serve more than two consecutive terms for the same office.

ARTICLE VII. COMMITTEES AND TASK FORCES

Section 1. Standing Committees

The following Committees shall be Standing Committees of the Roundtable:

- a.** Nominating Committee
- b.** Convention Program Committee
- c.** Workshop Planning Committee
- d.** Membership Committee
- e.** By-Laws Committee
- f.** Public Relations Committee

Subsection 1. Chairs of the Standing Committee shall attend meetings of the Executive Committee and have voting rights.

Section 2. Committees

Committees shall be established and abolished by a majority vote of the Executive Committee of the Roundtable.

Section 3. Establishment of Standing Committees

Standing committees shall be proposed by any personal member of the Roundtable who files a signed petition of not less than ten personal members of the Roundtable. Chairs of Committees shall attend Executive Committee meetings. Chairs of ad hoc committees shall attend Executive Committee meetings but without voting rights.

Section 4. Appointment of Chairs and Committee Functions

- a. The Chair of each Standing Committee shall be appointed by the Immediate Past-Moderator of the Roundtable. The chair of each Standing Committee shall appoint members to his/her respective Committee according to the guidelines and/or requirements for each respective Committee as established by the Executive Committee and described in the MCRT Handbook. [Note: this document will need to be drawn up at some point in the near future]
- b. The term for a chair of a Committee shall be two years and shall not exceed two consecutive terms.
- c. Committee members shall be appointed on an annual basis by the chair of each Committee.
- d. Committee members shall be appointed for two years, staggered so that no more than one-half of the members of each Committee shall be retired in any one year.
- e. Appointments shall be announced by an e-mail message from the MCRT Moderator to the MCRT membership and to the Association Administrator.
- f. Each Committee shall meet as often as necessary to conduct business; meetings may be conducted via e-mail or other virtual format.
- g. A written report must be submitted to the Moderator of the Roundtable prior to each quarterly meeting of the Executive Committee, prior to the annual

convention, and as requested by the Moderator. If the Committee chairperson cannot attend, a report must be submitted prior to the meeting.

Section 5. Task Forces

Task Force groups and the chair of each Task Force shall be established by the Executive Committee of the Roundtable. The chair of the Task Force shall submit a statement of objectives to the Executive Committee for approval before a Task Force can be created. The lifespan of a Task Force shall be until the objectives have been completed. A simple majority vote of the Executive Committee is required to disband a Task Force.

ARTICLE VIII. QUORUM

At membership meetings, a quorum shall consist of those personal members present.

ARTICLE IX. FINANCES

Section 1. Financial Practices

All financial practices of the Roundtable shall be in accord with the practices of the Alabama Library Association.

Section 2. Authorization and Payment of Expenditures

No officer, Committee, or Task Force group, as well as individual member of the Roundtable, shall incur any expense on behalf of the Roundtable unless duly authorized by the Moderator of the Roundtable.

ARTICLE X. AMENDMENTS

Amendments to the by-laws may be proposed by any member upon presentation of a petition with signatures from ten personal members of the Roundtable to the Executive Committee or by recommendation of the Executive Committee. The proposed amendment shall be distributed in advance by e-mail or other medium to the MCRT membership and voted upon by the membership at the annual meeting of the Roundtable.