

## **Nebraska New Members Round Table By-Laws (Approved May 2010)**

### **Article I - NAME**

This organization shall be known as the Nebraska New Members Round Table (NE/NMRT).

### **Article II – AFFILIATION**

A. NE/NMRT is a Round Table of the Nebraska Library Association (NLA).

1. NE/NMRT shall elect officers and adopt By-laws. No provision of the NE/NMRT By-laws shall be contrary to the By-laws of NLA.
2. NE/NMRT shall hold meetings, sponsor programs, and provide representatives to serve on standing committees of NLA as needed.
3. NE/NMRT is also affiliated with the American Library Association New Members Round Table (ALA/NMRT). The Chair shall appoint a member as Liaison to ALA/NMRT. This member shall be the NE/NMRT representative to ALA/NMRT.

### **Article III - PURPOSE**

The purpose of this organization shall be

- A. To provide orientation to the library profession for new members of NLA and to encourage membership and participation in national, state, and local library organizations.
- B. To promote a greater feeling of responsibility for the development of library service and librarianship.
- C. To actively assist the NLA in its work.
- D. To promote professional growth through the exchange of ideas and information.
- E. To provide an entry point for new members into the decision- and policy-making processes of the NLA.

### **Article IV – MEMBERSHIP**

- A. Payment of NLA and NE/NMRT dues shall constitute membership in this organization.
- B. Membership shall coincide with the NLA fiscal year (January-December).
- C. Membership commences upon payment of dues.
- D. Each member shall be entitled to one vote.

NLA Handbook 6.6

### **Article V – DUES**

- A. Annual dues shall be set by NE/NMRT.
- B. Dues may be paid at any time during the fiscal year.

### **Article VI - MEETINGS**

- A. The Annual Meeting of the NE/NMRT shall take place at the annual convention of the NLA.
- B. Additional meeting shall be convened at the discretion of the Chair.

## **Article VII - OFFICERS**

### **A. Term**

1. Officers shall assume office immediately following the NE/NMRT Annual Meeting and shall serve until the close of the following Annual Meeting.

### **B. Chair - Duties**

1. Calls, and presides at, all meetings of the Round Table and of its Executive Board.
2. With the advice and consent of the Executive Board, establishes any standing or special committees and liaison positions.
3. With the advice and consent of the Executive Board, appoints chairs for all committees, liaisons, and the Webmaster.
4. With the advice and consent of the Executive Board, fills vacancies.
5. Serves as an ex-officio member of all committees.
6. Represents the Round Table in official capacities.
7. Submits an annual report for publication in NLAQ.

### **C. Vice-Chair/Chair-elect - Duties**

1. Presides at meetings in the absence of the Chair.
2. Assumes the office of the Chair at the end of the Chair's term of office or whenever the Chair is unable to complete the term of office.
3. Shall serve as the Nominating Coordinator.
4. With a planning committee appointed by the Chair, shall be in charge of the program for the Annual Meeting.
5. Assumes other duties and responsibilities at the direction of the Chair or the Executive Board.

### **D. Past Chair - Duties**

1. Shall advise the Executive Committee on NE/NMRT matters.
2. Assumes other duties and responsibilities at the direction of the Chair or the Executive Board.

### **E. Secretary/Treasurer - Duties**

1. Records proceedings of the Round Table.
2. Preserves all records, reports, and documents of the Round Table.
3. Handles routine correspondence.
4. Maintains financial records of the Round Table.
5. Presents an annual financial report to the membership at the Annual Meeting.
6. Submits quarterly and annual reports to the NLA Treasurer.
7. Assumes other duties and responsibilities at the direction of the Chair or the Executive Board.

### **F. Reimbursement for Expenses**

1. No member in her/his role as a member of the organization shall receive a salary, wage or fee for personal services relating to activities of the Round Table. The Board may authorize reimbursement for actual expenses incurred as a result of work performed.

## **Article VIII - EXECUTIVE BOARD**

### **A. Term**

1. Executive Board members serve for the terms of their office.

### **B. Composition**

1. The Board is composed of the Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, Treasurer, Awards Coordinator, Representative to ALA/NMRT, and the Webmaster.

### **C. Duties**

1. Establishes policies of the Round Table and directs its activities.
2. Approves the establishment of standing and special committees and liaison positions.
3. Advises the Chair in the selection of committee chairs and liaisons, and approves all such appointments.
4. Cooperates with other national, state, and regional organizations on matters of mutual concern.
5. By a majority vote, appoints a member to fill the unexpired term when a vacancy occurs on the Executive Board.
6. May serve as the program planning committee for the NLA Annual Meeting.

### **D. Quorum**

1. A majority of the members of the Executive Board shall constitute a quorum.

### **E. Termination of Office**

1. Any officer failing, without notice, to attend three regularly scheduled meetings of the Executive Board shall, by a majority vote of the membership, be considered resigned, and a replacement shall be named by the Executive Board.

### **F. Meetings**

1. The Executive Board shall meet as necessary at a time, place, and date determined by the Chair. Executive Board meetings shall be open to all Round Table members.

## **Article IX - REPRESENTATIVE TO THE ALA/NMRT AFFILIATES COUNCIL**

- A. The representative to the ALA/NMRT Affiliates Council shall be appointed for a term of one year by the Chair and shall carry out the duties listed in the current version of the ALA/NMRT document Responsibilities of Affiliates Council Representatives.

NLA Handbook 6.8

## **Article X - AWARDS COORDINATOR**

- A. An Awards Coordinator shall be selected by the Chair. The Coordinator shall assume office immediately following the Annual Meeting and shall serve a one-year term. The Awards Coordinator shall be responsible for the administration of awards conferred by NE/NMRT, including the NMRT Beginning Professional Award and the Mentor of the Year Award (and the Houchen Mentor of the Year Award). The Awards Coordinator may solicit the aid of an Assistant Awards Coordinator as needed. The Awards Coordinator's responsibilities shall include:

1. Provides publicity for the awards conferred by NE/NMRT and maintains current information on other awards and grants available to NE/NMRT members through ALA/NMRT.
2. Solicits nominations for the awards conferred by NE/NMRT and conducts the initial screening of candidates.
3. Presents the credentials of qualified awards candidates to the Executive Board, which makes the final decision.

#### **Article XI - WEBSITE**

- A. NE/NMRT shall maintain a website as part of the NLA website. The website shall include:
  1. Minutes of meetings
  2. Current officers
  3. By-laws
  4. News of the organization
- B. Webmaster
  1. The Webmaster shall serve a term of one year.
  2. The Webmaster is appointed by the Chair and serves on the Executive Board.
  3. The Webmaster shall maintain the NE/NMRT website.

#### **Article XII - NOMINATING COORDINATOR**

- A. The Vice-Chair/Chair-Elect shall serve as the Nominating Coordinator.
  - B. The Nominating Coordinator is eligible to seek office.
  - C. Duties
    1. Solicits a slate of candidates for NE/NMRT elections.
    2. Sends candidates names and biographical information to the NLAQ by May 1. Photographs are optional.
    3. May solicit the aid of an Assistant Nominating Coordinator as needed.
- NLA Handbook 6.9

#### **Article XIII - NOMINATIONS AND ELECTIONS**

- A. Nominees shall be members of NE/NMRT and shall consent to their nominations. Nominees for Representative to the ALA/NMRT Affiliates Council must also be members of ALA/NMRT.
- B. Elections will proceed according to NLA's By-laws.

#### **Article XIV - AMENDMENTS**

- A. Proposed amendments to these By-laws may be introduced at any meeting of NE/NMRT at which a quorum is present. A majority of the membership shall constitute a quorum. Proposed amendments shall be voted on at the meeting following their introduction. A vote of two-thirds of the members shall be required to adopt any proposed amendment.

#### **Article XV - DISSOLUTION**

- A. NE/NMRT may be dissolved by a majority vote of its membership at an Annual Meeting.
- B. NE/NMRT may also be dissolved by a majority vote of the NLA Board after two years of inactivity or for noncompliance with NLA By-laws.
- C. Upon dissolution of NE/NMRT, all assets shall revert back to the NLA.

NLA Handbook 6.10