

CONSTITUTION
of the
NEW YORK STATE/ONTARIO CHAPTER
MUSIC LIBRARY ASSOCIATION, INC.
Amended April 1986; October 2009

Article I: Name

This organization shall be known as the New York State/Ontario Chapter of the Music Library Association, Inc.

Article II: Purpose

- A. In addition to promoting the purposes of the Music Library Association, Inc., the purposes of this chapter shall be:
1. To promote the establishment, growth, and use of music libraries and collections of music materials in upper New York State and Ontario.
 2. To provide a forum for the exchange of ideas and discussion of problems regarding all aspects of work with music materials.
 3. To encourage communication and cooperation among libraries with collections of music materials.
- B. The Chapter is a non-stock, not-for-profit organization organized and operated exclusively for said purposes. No part of the net earnings shall inure to the benefit of any individual. No officer, member or delegate of member shall, as such, receive compensation except that reasonable compensation may be paid for services of employees of the Music Library Association, Inc.

Article III: Membership

- A. Eligibility.
1. Membership shall be open to any person who is interested in the purposes and activities of this Chapter.
 2. Membership is effective upon payment of dues for the current membership year.
- B. Privileges.
1. Members shall be entitled to vote at business meetings of the Chapter or on official ballots.
 2. Members shall be eligible to serve as officers for the Chapter.
 3. Members shall be eligible to serve on committees.
 4. Members shall be entitled to receive all publications of the Chapter.

Article IV: Officers

The elected officers of the Chapter shall be a Chair, Vice-Chair/Chair-Elect, Past Chair, and a Secretary-Treasurer. There shall be an Executive Committee consisting of the elected officers.

Article V: Meetings

- A. The Chapter shall hold at least one meeting per year.
- B. Special meetings may be called by the officers for any emergency or any event deemed of special interest to the members.

Article VI: Committees

- A. The standing committee shall be the Nominating Committee.
- B. Special committees may be appointed by the Chair.

Article VII: Affiliation

- A. Affiliation with organizations in related fields of interest shall be of three kinds.

1. Formal affiliation.
The terms of proposed formal affiliation shall be drafted by the officers and shall be approved by a majority of the ballots cast at or before any regular meeting, provided written text of the proposal has been submitted to all members no less than three weeks before said meeting.
 2. Institutional membership.
The Chair may, with the approval of the other officers, enroll or withdraw enrollment of the Chapter as an institutional member of another organization.
 3. Representation.
The Chair may appoint a member to represent the Chapter in its relations with another organization, the term of appointment to be at the discretion of the officers.
- B. Affiliation with the Music Library Association, Inc.
The Constitution, By-Laws and policies of the Board of Directors of the Music Library Association, Inc. take precedence over the Constitution, By-Laws and policies of the Chapter.

Article VIII: Amendments

- A. This constitution may be amended by a majority of the ballots cast at or before any regular meeting, provided written text of the amendment has been submitted to all members no less than three weeks before said meeting.
- B. Amendments or a new constitution may be proposed by any member at any time, to be voted upon at the following meeting. A special committee may be appointed to study the amendment. A copy of the proposed amendment and a ballot must be submitted to all members no less than three weeks before the meeting at which the ballots will be counted.

Article IX: Dissolution

In the event of dissolution of this Chapter, all of its assets and records shall be turned over to the Music Library Association, Inc.

Article X: Ratification

This Constitution shall be ratified in accordance with the procedures outlined in Article VIII.

BY-LAWS

By-Laws to Article III: Membership

- A. Dues.
 1. Dues shall be determined by the membership.
 2. Dues of all members shall be paid to the Secretary-Treasurer of the Chapter.
 3. The membership year shall be from 1 July - 30 June.
 4. To secure voting privileges members must have paid their dues for the current membership year.

By-Laws to Article IV: Officers

- A. Duties of the officers.
 1. The Chair shall:
 - a. Act as chief executive officer of the Chapter.
 - b. Call and preside at all meetings of the Chapter.

- c. Appoint committees and individuals as needed.
 - d. File an annual report of Chapter activities and a list of Chapter officers and members with the Music Library Association, Inc.
 - e. Act as liaison between the Chapter and the Music Library Association, Inc.
- 2. The Vice-Chair/Chair-Elect shall:
 - a. Coordinate the preparation and execution of the program at each meeting of the Chapter.
 - b. Act as chief executive officer at any meeting in the event the Chair is not present.
- 3. The Secretary-Treasurer shall:
 - a. Record and report the proceedings of each meeting of the Chapter.
 - b. Attend to official correspondence of the Chapter.
 - c. Notify members of all Chapter meetings.
 - d. Maintain an accurate membership list.
 - e. Handle all financial accounts of the Chapter and keep an accurate record of income and expenditure.
 - f. Present a yearly financial report to the Chapter at the fall meeting.
 - g. Distribute annually a report of chapter activities and a list of chapter officers with the Board of Directors of the Music Library Association, Inc.
- 4. The Past-Chair shall:
 - a. Act as chief executive officer at any meeting in the event neither the Chair nor Vice-Chair is present.
 - b. Serve as the chair of the Nominating Committee.
- B. Eligibility.
 - 1. Any member is eligible for election. Candidates must accept nomination and agree to serve if elected before their names appear on the ballot.
 - 2. During their terms of office, officers shall be members of the Music Library Association, Inc.
- C. Nomination and Election.
 - 1. Nominations may be submitted to the Nominating Committee by Chapter members until four weeks before the annual meeting.
 - 2. The Nominating Committee shall contact each nominee to ascertain that the candidate will serve if elected.
 - 3. No less than three weeks before the annual meeting the Nominating Committee and the Secretary-Treasurer shall inform members of the candidates presented in the form of a ballot. The ballot shall be marked and returned to the Secretary-Treasurer at any time up to the opening of the annual business meeting.
 - 4. Officers shall be elected by a plurality of the votes cast. A majority vote of the current officers shall break a tie. Ballots shall be counted by members of the Nominating Committee and the Secretary-Treasurer.
 - 5. Officers shall assume office upon adjournment of the annual meeting.
- D. Terms of office.
 - 1. Chapter officers may succeed themselves at the discretion of the chapter.
 - 2. The term of office of the Vice-Chair/Chair-Elect shall be one year as Vice-Chair, one year as Chair.
 - 3. The term of office of the Secretary-Treasurer shall be two years.
- E. Vacancies.
 - 1. In the event of a vacancy in the Office of Chair, the Vice-Chair/Chair-Elect shall succeed to the Chair and serve out the remaining term plus his/her additional term as Chair. The Past-Chair shall serve as Vice-Chair until the next scheduled election.

2. In the event of a vacancy in the Office of Vice-Chair/Chair-Elect, the Past Chair shall serve as Vice-Chair until a special election can be called, no later than one month from the date of the vacancy, unless it occurs within sixty-days prior to the next scheduled election.
3. In the event of a vacancy in the office of Secretary-Treasurer, the Past Chair shall serve as Secretary-Treasurer until the next scheduled election
4. In the event of vacancies in two or three of the offices, the Executive Board shall call a special election to fill the vacancies no later than one month from the date of vacancies, unless they occur within sixty-days prior to the next scheduled election.

By-Laws to Article V: Meetings

- A. Regular meetings.
 1. The place and date of each meeting shall be determined by the Vice-Chair and announced if known at the previous meeting.
 2. Meetings shall be held if possible at the institution of one of the members.
 3. A business meeting shall be held at each regular meeting of the Chapter. Members present shall constitute a quorum.
 4. Notice of each Chapter meeting shall be sent to all members by the Secretary-Treasurer no less than three weeks before said meeting.
 5. A registration fee may be charged at a meeting to cover the costs of said meeting.
- B. Special meetings.

Members shall be given notice of any special meetings.

By-Laws to Article VI: Committees

- A. Nominating committee.
 1. Prior to the annual meeting of each year the Chair shall appoint a Nominating Committee comprising no fewer than three members to nominate candidates for offices in the Chapter
 2. The Past Chair will serve as Chair of the Nominating Committee.
- B. Special Committees.
 1. The Chair shall appoint special committees as needed.
 2. The Chair shall designate one member to serve as committee chair. The committee chair shall be responsible for executing the charge of the committee and shall report on the committee's activities at each regular business meeting.
- C. Committee membership.
 1. Committee membership shall be open to all members of the Chapter.
 2. All committees shall have at least three members.
- D. Term of Office.
 1. The term of office of all committee chairs and members shall expire at the adjournment of each annual meeting.
 2. Committee chairs and members may be reappointed.

By-Laws to Article VII: Affiliation

The Chapter shall not issue any publication in the name of the Music Library Association, Inc., or in the name of a Chapter thereof, without the express permission of the Music Library Association, Inc., Board of Directors.

By-Laws to Article VIII: Amendments

Amendments to the By-Laws shall be made according to the conditions and procedures outlined in the Constitution Article VIII.