

**The Handbook of the
Arizona Library Association (AzLA)**

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The Appendices shall include:

- An historical summary of office holders, Divisions, Interest Groups, Committees, & Awards with winners.
 - A list of acronyms / initialisms used in the Handbook.
 - A glossary, should it be deemed advisable.
 - A map of the state showing the current regions.

Section I: The Bylaws, Revised (14 November 2013)

Article I. Name & Location.

Section 1. The name of this non-profit Arizona membership corporation shall be the Arizona Library Association. The approved acronym shall be AzLA. Hereafter in these Bylaws, it shall be referred to as “The Association.”

Section 2. It shall have its office in the State of Arizona, but may transact business within or without the State of Arizona as may be directed by the Executive Board of the Association.

Section 3. The Executive Board may divide the state into administrative regions. These Regions shall include one (1) or more counties and will follow county lines. No prejudice shall attach to any membership type or level by reason of inclusion in a particular Region.

Section 4. The Arizona Library Association shall be a State Chapter of the American Library Association. The Association shall also be a State Library Association Member of the Mountain Plains Library Association.

Article II. Mission.

The mission of the Arizona Library Association shall be to promote the general welfare of library and information science and those employed in those professions in Arizona, to advance educational advantages in the state through libraries, and to promote general interest in library education.

Article III. Membership, Dues, & Privileges.

Section 1. Any person, library, or other institution interested in library or information service and librarianship may become a member upon payment of the dues established under the provisions set forth in the Bylaws. The Arizona Library Association shall not discriminate against any person because of race, color, ethnicity, nationality, origin, creed, religion, gender, sexual orientation, age or disability.

Section 2. Membership of the Association shall consist of various levels of Personal Members and Institutional Members. Dues shall be established by action of the Executive Board of the Association. Any adjustment in the Dues Structure for Personal Members is subject to approval by the Members.

Paragraph A. Individuals professionally involved or interested in library and information science and librarianship may join as Personal Members. This category may be subdivided by proposal of the Membership Committee and approval of the Executive Board. Membership rights and privileges shall accrue to all sub-divisions without prejudice.

Paragraph B. Libraries or other organizations, institutions, or businesses interested in library and information service and librarianship may join as Institutional Members. This category includes, but is not limited to, non-profit libraries, non-profit schools conducting programs of library or media education, library boards, friends of the library groups, non-profit organizations, and for-profit corporations.

Section 3. Rights & Privileges.

Paragraph A. Only Personal Members of the Association shall have the right to vote, hold office, and register at membership rates at Association programs and conferences.

Paragraph B. Personal Members may join any or all Divisions or Interest Groups.

Paragraph C. Personal Members and Institutional Members shall receive the electronic Newsletter produced by the Association, have access to any Association blogs, and be included in any Association listservs.

Paragraph D. Institutional Memberships may include complimentary Personal Memberships for people associated with said institution at the discretion of the Board.

Section 4. Membership Term.

Membership or membership renewal shall be in effect for a rolling twelve (12) month period based on the anniversary date of enrollment in the Association. Persons who, or institutions that have not renewed their membership sixty (60) days after the anniversary date shall be dropped from the rolls.

Article IV. Officers (Elected & Appointed).

Section 1. Elected Officers.

The elected officers of the Association shall be:

- President,
- President-Elect,
- Past President,
- Secretary,
- Treasurer,
- the Councilor to the American Library Association,
- the Mountain Plains Library Association Representative, and the
- Regional representatives

Each of these elected officers must have been a voting member of the Association the twelve (12) months immediately preceding his / her running for office. Officers whose positions are responsible for liaison with outside organizations must also be members of those organizations. Regional representatives must reside in the region they represent. The officers shall perform the customary functions of their respective offices, other duties as described in the AzLA Handbook, and any other specific duties as may be imposed upon them by action of the

Executive Board. The Past-President shall serve as Parliamentarian to the Association and its Board.

Section 2. Appointed Officers.

Appointed Officers of the Association shall be:

- Division Chairs and other officers,
- Interest Group Chairs and other officers,
- Standing Committee Chairs, and
- Chairs of the following Sub-Committees: Conference Program and those of the Awards Committee.

Section 3. Elections / Appointments Process.

Paragraph A. The AzLA Nominations / Appointments Committee consists of the Past President (who serves as Chair), the President-Elect, the Secretary, and the Regional Representatives. It shall present for approval, at least forty-five (45) days prior to the Annual Conference, a slate of candidates to the Executive Board for the offices to be filled. Written consent of each nominee evidencing his / her willingness to serve in the office shall be obtained and accompany the slate as presented.

Paragraph B.

Sub-Paragraph i. The AzLA Nominations / Appointments Committee shall receive from the Divisions and Interest Groups a list of those people willing to be appointed as chairs and other officers from the current Chair of each group, at least forty-five (45) days prior to the Annual Conference. Written consent of each appointee evidencing his / her willingness to serve will accompany the report from the Division or Interest Group. The list of the appointees to these offices for the next year will be presented at the Annual Conference.

Sub-Paragraph ii. The President-Elect shall appoint the Chairs of the various Standing Committees and those of the specified Sub-Committees. Whenever possible, candidates should be found from among those currently serving on the Committees or Sub-Committees. The current Chairs of those bodies should notify the President-Elect of possible candidates. The list of appointees to these offices for the next year will be presented at the Annual Conference.

Section 4. Terms of Office.

Paragraph A. The President-Elect shall serve the first (1st) year after election as President-Elect, the second (2nd) year as President, and the third (3rd) year as immediate Past President. The office commences at the conclusion of the Annual Conference.

Paragraph B. The Secretary shall be elected for a term of two (2) years, commencing at the conclusion of the Annual Conference in even-numbered years.

Paragraph C. The Treasurer shall be elected for a term of two (2) years commencing at the conclusion of the Annual Conference in odd-numbered years.

Paragraph D. The Councilor to the American Library Association shall be elected for a term as provided in the Bylaws of that organization commencing at the conclusion of the Annual Conference of AzLA.¹

Paragraph E. The Mountain Plains Library Association Representative shall be elected to begin their term at the conclusion of the Annual Conference of AzLA for a term as provided in the Bylaws of that organization.²

Paragraph F. Regional Representatives shall be elected and start with staggered, two (2) year terms to prevent all new representatives every year; term will commence at the conclusion of the Annual Conference.

Paragraph G. Division and Interest Group Chairs and other officers shall be appointed for a term of one (1) year commencing at the conclusion of the Annual Conference.

Paragraph H. Chairs of Standing Committees and those of the specified Sub-Committees shall be appointed for a term of one (1) year commencing at the conclusion of the Annual Conference. If the practice for the Committee or Sub-Committee is to have Co-Chairs, then said Co-Chairs have staggered two (2) year terms.

Section 5. Balloting.

Election shall be by mail (electronic or other) ballot submitted to the membership not less than thirty (30) days before the Annual Conference. In the event of a tie in any of the races for elected positions, the outcome shall be determined by a single coin toss. The coin toss shall be conducted by the Chair of the Nominations / Appointments Committee (or by a member of the Committee who is designated by the Chair), and shall be carried out in the presence of at least one (1) witness, who is a current member of AzLA. The names of those who conducted the coin toss shall be included in the Final Election Report.

Section 6. Vacancies.

Paragraph A. In the event a vacancy occurs in the office of President during the term for which such officer was elected, the President-Elect shall serve as President for the remainder of such term, but this shall not be deemed to create a vacancy in the office of President-Elect, nor prevent the President-Elect from succeeding to the Presidency for his / her normal term the following year.

Paragraph B. In the event a vacancy occurs in the office of President-Elect before forty-five (45) days prior to the Annual Conference, the office shall be filled by regular

¹ The Bylaw of ALA in question is Article 4, Section 2(b) and the term is three (3) years.

² The Bylaw of MPLA in question is Article 6.4.1 and the term is three (3) years.

election procedure. In the event the vacancy occurs during the forty-five (45) days preceding the Annual Conference, a special election to fill the vacancy will be held with procedures determined by the Executive Board.

Paragraph C. Should vacancies occur in the offices of President and President-Elect within the same term, the Executive Board may, at its discretion: (a) conduct a special election by ballot (electronic or other) for successors to the offices for the remainder of the terms, or (b) appoint members of the Executive Board to the offices for the remainder of the terms.

Paragraph D. All other vacancies in elective offices shall be filled by appointment of the Executive Board until the general election cycle following the end of the normal term. The appointee shall hold office for the duration of the elective term.

Paragraph E. Vacancies in appointed offices shall be filled by the appropriate appointive power for the remainder of the original appointment.

Article V. Management.

Section 1. Executive Board.

Paragraph A. The Executive Board shall consist of the President, the President-Elect, the Past President, the Secretary, the Treasurer, the Councilor to the American Library Association, the Mountain Plains Library Association Representative, and the Regional Representatives as voting members. The Division Group Chairs, Interest Group Chairs and the Standing Committee Chairs serve as ex-officio, non-voting members. The Association Manager serves as an ex-officio, non-voting member. Certain associations, institutions, or organizations that affiliate themselves with AzLA shall be invited to send ex-officio, non-voting representatives to the Executive Board Meetings to ensure adequate communications between the two (2) groups.

Paragraph B. The Executive Board shall act for the Association in the setting of policies and the administration of established policies and programs. It shall serve as the central management board of the Association, subject to review by the membership, and shall make recommendations and / or take action with respect to matters of policy and operation.

Paragraph C. Each elected officer shall have one (1) vote.

Paragraph D. The President of the Association shall serve as Chair of the Executive Board.

Paragraph E. A quorum of the Executive Board shall be a majority of the voting members.

Paragraph F. Regular meetings of the Executive Board shall be held at such times and places as the Board shall determine, but in no event fewer than four (4) times a year.

Meetings may be face-to-face, virtual, or a mixture of modes at the discretion of the Chair. Members may attend in either mode when available.

Paragraph G. Special meetings of the Executive Board may be held upon the call of the President or at the request of any three (3) voting members of the Board.

Section 2. Executive Committee.

Paragraph A. The Executive Committee shall consist of the President, the Immediate Past President, the President-Elect, the Secretary, and the Treasurer, with the Association Manager as an ex-officio, non-voting member.

Paragraph B. The Executive Committee shall be empowered to act on behalf of the Executive Board in emergency situations and carry out assignments as directed by the Executive Board.

Paragraph C. Each member of the Executive Committee shall have one (1) vote.

Paragraph D. The President shall serve as Chair of the Executive Committee.

Paragraph E. A quorum of the Executive Committee shall be a majority of members.

Paragraph F. Meetings of the Executive Committee shall be held as deemed necessary by the President. Meetings may be face-to-face, virtual, or a mixture of modes at the discretion of the Chair. Members may attend in either mode when available.

Paragraph G. Reports of any Executive Committee actions are to be submitted by the President to the Executive Board within seventy-two (72) hours of an Executive Committee meeting.

Section 3.

The Executive Board shall be empowered to employ or retain, for stated periods of time, employees or agents whose work may be necessary or desirable to accomplish the objectives of the Association. Such employees or agents need not be members of the Association

Section 4. Meetings of the Association.

Paragraph A. The Executive Board shall call an Annual Membership Meeting of the Association to be held in conjunction with the Annual Conference at such place within the state and at such time as to be determined by the Board.

Paragraph B. The President shall call a Special Membership Meeting at the request of the Executive Board or at the request of five per cent (5%) of the Personal Members of the Association. Only the business specified in the call can be transacted at the Special Membership Meeting.

Paragraph C. There shall be no charge to any Member to attend the Annual Membership Meeting of the Association. Members may attend the Annual Membership Meeting, even if not registered for the Annual Conference at which it is being held. Members may also attend any Special Membership Meeting without a remittance of a fee. Members may be admitted by proof of valid membership.

Paragraph D. The quorum at an Annual or a Special Membership Meeting shall be the Members present.

Section 5. Policy.

Paragraph A. Any question of internal operational policy may, by a majority vote of the Executive Board, be submitted to the Association to be voted upon either at an Annual or Special Membership Meeting or by mail (electronic or other) as the Executive Board may determine.

Paragraph B. Any action of the Executive Board may be set aside by a three-fourths (3/4) vote of members attending any Annual or Special Membership Meeting of the Association or by a majority vote by mail (electronic or other) in which at least one-fourth (1/4) of the members of the Association have voted. Such a vote by mail shall be held upon petition of five per cent (5%) Personal Members of the Association.

Section 6. Financial Review of Funds.

There shall be a financial review of the Association's funds by an external Certified Public Accountant (C.P.A.) every two (2) years concurrent with the election of the new treasurer. A letter from the CPA indicating the financial health of the Association shall be presented to the Board for their information and shall be made available upon request to any member. The fiscal year for the Association shall be set by the Executive Board.

Article VI. Divisions.

Section 1. The Executive Board of the Association may authorize the organization of a Division upon receiving a petition containing a statement of purpose from any group of no fewer than fifty (50) Personal Members of the Association with similar interests and with a Chair identified to conduct Division business. A Division shall be based on a type of institution or organization.

Section 2. Only Personal Members of the Association may be members of a Division. A Division shall accept as members all members of the Association who elect membership in that Division.

Section 3. Each Division shall organize under operating procedures of its own provided that they are consistent with the Association's Articles of Incorporation and the Bylaws and Handbook of the Arizona Library Association. Each Division may establish such committees, sections, or other subordinate units as may be required to discharge properly the responsibilities assigned to it. Any Division bylaws, operating procedures, and / or policies must be referred to the Association's Executive Boards for determination that they are in compliance with all Association rules and regulations. Any such bylaws, procedures, or policies will not take effect until the Board has so certified.

Section 4. Each Division shall operate with a Chair and any other officers deemed appropriate by the Division. These shall be appointed by the Association's Nominations / Appointment Committee. Chairs and other officers will serve a term of one (1) year. Re-appointment for additional terms is possible.

Section 5. Chairs of Divisions serve as ex-officio, non-voting members of the Executive Board. The Chair of the Division shall prepare quarterly written reports to the Executive Board on the activities of the Division. A written annual report shall be submitted to the Association's Secretary for inclusion in the Annual Report of the Association.

Section 6. The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each Division. No Division shall incur any expense on behalf of the Association except as authorized by said budgetary allocation.

Section 7. No Division shall commit the Association by any declaration of policy except as authorized by the Executive Board of the Association.

Section 8. The Executive Board of the Association, by an affirmative two-thirds (2/3) vote at two (2) consecutive meetings, may discontinue a Division when, in the opinion of the Board, and after having given the members of a Division the right to be heard, determine that the usefulness of the Division has ceased. The Board shall always consider for discontinuance a Division whose membership is fewer than twenty-five and that can no longer function effectively.

Article VII. Interest Groups.

Section 1. The Executive Board may authorize the organization of an Interest Group upon receiving a petition containing a statement of purpose from any group of no fewer than twenty-five (25) members of the Association with similar interests and with a Chair identified to conduct Interest Group business.

Section 2. Only Personal Members of the Association may be members of an Interest Group. An Interest Group shall accept as members all members of the Association who elect membership in that Interest Group.

Section 3. Each Interest Group shall organize under operating procedures of its own provided that they are consistent with the Association's Articles of Incorporation and the Bylaws and Handbook of the Arizona Library Association. Each Interest Group may establish such committees, sections, or other subordinate units as may be required to discharge properly the responsibilities assigned to it. Any Interest Group bylaws, operating procedures, and / or policies must be referred to the Association's Executive Board for determination that they are in compliance with all Association rules and regulations. Any bylaws, procedures, or policies will not take effect until the Board has so certified.

Section 4. Each Interest Group shall operate with a Chair and any other officers deemed appropriate by the Interest Group. These shall be appointed by the Association's Nominations /

Appointments Committee. Chairs and other officers will serve a term of one (1) year. Re-appointment for additional terms is possible.

Section 5. Chairs of Interest Groups serve as ex-officio, non-voting members of the Executive Board. The Chair of the Interest Group shall prepare quarterly written reports to the Executive Board on the activities of the Interest Group. A written annual report shall be submitted to the Association's Secretary for inclusion in the Annual Report of the Association.

Section 6. The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each Interest Group. No Interest Group shall incur any expense on behalf of the Association except as authorized by said budget allocation.

Section 7. No Interest Group shall commit the Association by any declaration of policy except as authorized by the Executive Board.

Section 8. The Executive Board of the Association, by an affirmative two-thirds (2/3) vote at two (2) consecutive meetings may discontinue an Interest Group when, in the opinion of the Board, and after having given the Interest Group the right to be heard, the usefulness of the Interest Group has ceased. The Board shall always consider for discontinuance an Interest Group whose membership is fewer than twenty-five (25) members or that has failed to identify a chair for its group.

Article VIII. Committees.

Section 1. A Standing Committee is a committee with long term objectives so closely interwoven with the total program and development of the Association that it should have a continuing life.

Paragraph A. A Standing Committee may be established, its charge determined, and discontinued by a two-thirds (2/3) vote of the Executive Board.

Paragraph B. The President –Elect shall appoint the Chair of a Standing Committee for a term of one (1) year. Such term to begin at the conclusion of the Annual Conference and run concurrently with that of the appointer.

Paragraph C. Membership of each Standing Committee shall be in accordance with the provisions in the AzLA Handbook. No member of the Association shall serve on more than two (2) Standing Committees during the same year except for the President and President-Elect who shall be *ex-officio*, non-voting members of all committees.

Paragraph D. The Chair of each Standing Committee serves as an ex-officio, non-voting member of the Executive Committee. The Chair prepares quarterly written reports to the Executive Board on the activities of the Standing Committee. A written annual report shall be submitted to the Association's Secretary for inclusion in the Annual Report of the Association

Paragraph E. The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each Standing Committee. No Standing Committee shall

incur any expense on behalf of the Association except as authorized by said budget allocation.

Paragraph F. No Standing Committee shall commit the Association by any declaration of policy except as authorized by the Executive Board.

Paragraph G. The Horner Fellowship Committee operates under its own set of bylaws approved by the Association's Executive Board. Any revisions thereof must likewise be approved.

Section 2. An *Ad hoc* Committee is a committee appointed to pursue a designated project or a specific goal within a specific time. The life of the Committee ends at the end of that specific time or at the conclusion of the project.

Paragraph A. An *Ad hoc* Committee may be established and its charge determined by the President or by a majority vote of the Executive Board.

Paragraph B. The President shall appoint the Chair of an *Ad hoc* Committee.

Paragraph C. Membership of each *Ad hoc* Committee shall be determined by the President or the Executive Board in keeping with the Committee's stated charge.

Paragraph D. The Chair of each *Ad hoc* Committee shall attend Executive Board meetings and provide quarterly written reports to the Board. A written Final Report shall be submitted to the Executive Board for inclusion in the Association's Annual Report.

Paragraph E. The Executive Board in accordance with the budgeting procedures of the Association allocates funds for each *Ad hoc* Committee. No *Ad hoc* Committee shall incur any expense on behalf of the Association except as authorized by said budget allocation.

Paragraph F. No *Ad hoc* Committee shall commit the Association by any declaration of policy except as authorized by the Executive Board.

Article IX. Unit Adjustment.

Section 1. A Division, Interest Group, or Standing Committee may alter its name by presenting a petition to that effect to the Executive Board for its approval. This change may not imply a major shift in focus in the unit. A change of focus or mission requires the formation of an appropriate new unit through the channels provided and the dissolution of the unit whose purpose no longer exists.

Section 2. A proposal to merge two (2) or more units is to be considered a proposal to create a new unit and to dissolve the existing ones.

Article X. Communication & Information Dissemination.

The Association shall utilize appropriate and varied methods to disseminate information and meet the communication needs of the membership on a regular basis.

Article XI. Conferences.

Section 1. The Association shall hold one (1) statewide conference and a minimum of one (1) regional forum annually to meet the needs of the membership at such place in Arizona and time as determined by the Executive Board. Regional forums should be rotated among the AzLA regions. The Annual Membership Meeting of the Association and those of all Divisions and Interest Groups shall be held as part of the Annual Conference.

Section 2. A Co-Chair of the Annual Conference Committee and a Co-Chair for the Conference Program Sub-Committee shall be appointed by the President-Elect and shall report to the Executive Board on a regular basis. These Co-Chairs will serve staggered two (2) year terms.

Section 3. The Program Sub-Committee will be comprised of the Division Chairs and the Interest Group Chairs or their designees.

Section 4. The Executive Board shall establish registration fees for all persons attending any Annual Conference or Regional Forum held by the Association. The Board, likewise, has the right to establish varying fees for exhibitors, vendors, and other corporate entities attending, displaying, or presenting at an Annual Conference or Regional Forum.

Article XII. Affiliation with Other Associations.

Section 1. The Executive Board reserves the authority to affiliate the Association with other organizations or associations. Depending on the nature of the other organization or association, it may be appropriate to exchange liaisons or representatives to one another's governing boards.

Section 2. Divisions and Interest Groups may affiliate with other organizations upon approval of the Executive Board.

Article XIII. Amendments.

Section 1. Proposals for amending the Bylaws may be initiated either by resolution of the Executive Board or by written petition to the Executive Board of at least five per cent (5%) of the voting members of the Association.

Section 2. The Executive Board shall submit a proposed amendment or amendments for a vote of the membership. This vote can be held at an Annual or a Special Membership Meeting or by mail (electronic or other).

Paragraph A. In the event that the vote is to be taken at a Membership Meeting, at least ten (10) days shall have intervened between the mailing of a copy of the proposed amendment(s) and the meeting at which the vote shall be taken.

Paragraph B. In the event of a vote by mail, the deadline for the return of ballots shall be at least thirty (30) days after the date of the mailing of the proposed amendment(s) and the ballots.

Section 3. The proposed amendment(s) to the Bylaws shall become effective after a majority vote of the voting membership present at the Annual or Special Membership Meeting of the Association or by a majority vote of the voting membership responding to a vote held by mail (electronic or other).

Article XIV. Parliamentary Authority.

The Executive Board shall determine which Parliamentary Authority best suits the needs of the Association and its various sub-units. Any chosen Parliamentary Authority is always subject to modification by the Articles of Incorporation, these Bylaws, and the AzLA Handbook, and / or any special rules of order the Association may adopt.