

BYLAWS

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ARTICLE 1

MEMBERSHIP AND DUES

1.1. Classification of Membership.

1.1.1. Membership in the Association shall consist of:

- * Active Members
- * Life Members
- * Affiliate Members, and
- * Organizational Members, and
- * Friend and Supporter Members

1.1.2. Active Members: Any person who is a:

- * Librarian/Library employee
- * Retired Librarian/Library Employee
- * Trustee
- * Student currently enrolled in a library science, library media, or information management program

1.1.3. Life Members: Any person who has: (1) paid a life membership fee before January 1, 1971; or, (2) received the Librarian-of-the Year Award or the Trustee-of-the Year Award prior to 1991; or, (3) completed the three-year term served by presidents of the Association on the Board of Directors prior to 1991.

1.1.4. Affiliate Member: Any person who is a member in good standing of:

- * Information and Technology Educators of Minnesota (ITEM)
- * Minnesota Chapter of the Special Library Association (SLA),
- * Minnesota Chapter of the American Society of Information Science and Technology (ASIS&T),
- * Minnesota Association of Law Libraries, (MALL),
- * Health Sciences Libraries of Minnesota (HSLM), or
- * Twin Cities Chapter of the American Society of Indexers (ASI)

1.1.5. Organizational Members: Any library, library agency, library association, educational institution or any company or organization having an interest in libraries or the activities of the Association.

1.1.6. Friend and Supporter Member: Any person having an interest in libraries or the activities of the Association.

1.2. Dues.

1.2.1. Dues for each classification of membership shall be proposed by the Board for approval by the membership at the annual meeting of the Association. A change in dues and dues structure shall require approval by two-thirds of the Active and Life Members in good standing present and voting at the meeting. The current dues and dues structure shall be listed in Appendix A to these Bylaws.

1.2.2. Membership dues are paid on an annual basis.

1.2.3. The membership year shall extend through the end of the twelfth month from the date of payment of dues.

1.2.4. Membership shall cease if dues remain unpaid for one month from the end of the current membership year.

1.3. Rights and Privileges of Members.

- 1.3.1. Active and Lifemembers may join as many Subunits as align with their interests.
- 1.3.2. All members shall receive MLA publications and communications as the Board may authorize for general distribution.
- 1.3.3. Active and Life Members shall have the right to vote in business meetings, elections, and referenda of the Association. Active, Life, and Affiliate Members shall have the right to vote in business meetings and elections of any Subunit in which they hold membership.
- 1.3.4. Active and Life Members shall have the right to hold an elective office of the Association. Active, Life and Affiliate Members shall have the right to hold an elective office in any Subunit in which they hold membership.
- 1.3.5. Active, Life and Affiliate Members shall be entitled to participate in conferences, workshops, and other activities of the Association and its Subunits at member rates.
- 1.3.6. Organizational Members shall have the right to a preferential rate for programs and services of the Association and its Subunits as determined by the Board.

ARTICLE 2

OFFICERS

- 2.1. The officers of this Association shall be a President, a President-Elect, a Secretary, and a Treasurer elected according to the provisions of these Bylaws, all of whom shall be Active or Life Members in good standing of the Association.
- 2.2. The President-Elect, the Secretary, and the Treasurer shall take office at the beginning of the fiscal year following their election. The President shall take office at the beginning of the fiscal year following the term as President-Elect.
- 2.3. **President.**
 - 2.3.1. The President shall preside at all meetings of the Association and of the Board and shall enforce all laws and regulations relating to the administration of the Association. The President shall also serve as Chair of the Executive Committee.
 - 2.3.2. The President shall call meetings of the Board.
 - 2.3.3. The President, upon authorization of the Board, shall sign contracts and agreements in the name of the Association.
 - 2.3.4. All disbursements of the Association funds within the approved budget must be authorized for payment, initially by the Executive Director, and ultimately by the President and Treasurer at the time of actual disbursement of funds.
- 2.4. **President-Elect.**
 - 2.4.1. The President-Elect shall serve the first year after election as President-Elect, the second year as President, and the third year as Immediate Past President.
 - 2.4.2. In the temporary absence of the President, the President-Elect shall assume all the powers, prerogatives, and obligations of the President for the period of such absences.
- 2.5. **Secretary.**
 - 2.5.1. The Secretary shall perform the usual duties of the office, serve as Chair of the Bylaws and Policy Committee and such other duties as may be assigned by the Board.
 - 2.5.2. The Secretary shall be elected for a two-year term in even-numbered years.
- 2.6. **Treasurer.**
 - 2.6.1. The Treasurer shall perform the usual duties of the office, serve as Chair of the Budget and Finance Committee and such other duties as may be assigned by the Board.
 - 2.6.2. All disbursements of the Association funds within the approved budget must be authorized for payment, initially by the Executive Director, and ultimately by the President and Treasurer at the time of actual disbursement of funds.
 - 2.6.3. At the annual meeting of the Association the Treasurer shall report to the members on the financial status of the Association.
 - 2.6.4. The Treasurer shall be elected for a two-year term in odd-numbered years.

ARTICLE 3

BOARD OF DIRECTORS

- 3.1. **Membership.** The Board of Directors shall consist of the officers of the Association, the MLA/ALA Chapter Councilor, the Member-at-Large, the Chair of the Legislative Committee, the Chair of the Intellectual Freedom Committee, the Immediate Past President, and the Chairs of the Divisions of the Association. The Executive Director shall be an ex-officio non-voting member of the Board.
- 3.2. **MLA/ALA Chapter Councilor.** The MLA/ALA Chapter Councilor shall be elected for a three-year term in accordance with the Bylaws of the American Library Association.
- 3.3. **Member-at-Large.** A Member-at-Large elected by the membership for a two-year term in even-numbered years shall serve as a channel of communication from the membership.
- 3.4. **Chair of the Legislative Committee.**
 - 3.4.1. A Chair-Elect of the Legislative Committee shall be elected by the membership each year.
 - 3.4.2. The Chair-Elect of the Legislative Committee shall serve the first year after election as the Chair-Elect of the Legislative Committee; the second year as the Chair of the Legislative Committee, as a member of the Board of Directors, and the Association's liaison with the Minnesota Legislature; and the third year as the immediate Past Chair of the Legislative Committee. The Chair of the Legislative Committee shall also be responsible for informing the membership of legislative action.
- 3.5. **Chair of the Intellectual Freedom Committee.**
 - 3.5.1. A Chair-Elect of the Intellectual Freedom Committee shall be elected by the membership each year.
 - 3.5.2. The Chair-Elect of the Intellectual Freedom Committee shall serve the first year after election as the Chair-Elect of the Intellectual Freedom Committee; the second year as the Chair of the Intellectual Freedom Committee and as a member of the Board of Directors; and the third year as Immediate Past Chair of the Intellectual Freedom Committee.
- 3.6. The Member-at-Large, the Chair-Elect of the Legislative Committee, and the Chair-Elect of the Intellectual Freedom Committee shall take office at the beginning of the fiscal year following election. The Chair of the Legislative Committee and the Chair of the Intellectual Freedom Committee shall take office at the beginning of the fiscal year following the term as Chair-Elect. The MLA/ALA Chapter Councilor shall take office in accordance with the policies of the American Library Association.
- 3.6. **Immediate Past-President.**
 - 3.6.1. The President shall serve the following fiscal year as the Immediate Past President.
 - 3.6.2. The Immediate Past-President shall serve as Chair of the Awards Committee and Chair of the Conference Program Committee.
- 3.7. **Duties.** The duties of the Board shall include the following:
 - 3.7.1. It shall act for the Association in intervals between meetings.

- 3.7.2. It shall authorize all expenditures of Association funds.
- 3.7.3. Except as otherwise provided in these Bylaws, it shall appoint the chairs of all Association Committees.
- 3.7.4. It shall appoint the members of the Nominating Committee.
- 3.7.5. It shall provide advice and consent on all other committee appointments.
- 3.7.6. Except as otherwise provided in these Bylaws, it shall fill vacancies on the Board until successors can be chosen through normal election procedures.
- 3.7.7. It may hire an Executive Director and such other assistance as necessary to perform such administrative and clerical duties as the Board shall specify, at a stipend to be set by the Board.
- 3.7.8. It shall serve as the central management and coordinating body of the Association, keeping in close touch with the Subunits and Committees of the Association, to which it may recommend activities and from which it shall require written reports at least once a year and personal representation at Board meetings as needed.
- 3.7.9. It shall keep the membership informed of the activities of the Association, its Subunits, and Committees. It shall annually review and adopt a procedures manual as a guide to the Subunits and Committees of the Association in carrying out their responsibilities.
- 3.7.10. It shall call meetings of the Association.
- 3.8. **Executive Committee.**
- 3.8.1. The Executive Committee shall consist of the President, the President-Elect, the Immediate Past President, the Treasurer, and the Secretary. The Executive Director shall be an ex-officio non-voting member.
- 3.8.2. The Executive Committee shall act on behalf of the Board of Directors on matters requiring action before the next scheduled Board meeting. All actions of the Executive Committee shall be reported to the Board at the next scheduled meeting.

ARTICLE 4
EXECUTIVE DIRECTOR

- 4.1. The Executive Director of the Association shall have such qualifications and duties as the Board shall determine and shall serve at the discretion of the Board.
- 4.2. The Executive Director shall be directly responsible to the President.
- 4.3. The Executive Director shall serve as an ex-officio non-voting member of all Association Committees.
- 4.4 **MLA Office.**
 - 4.4.1. The Association may hire such additional employees as are necessary to carry out the work of the Association.
 - 4.4.2. Such employees shall be directly responsible to the Executive Director and, together with the Executive Director, shall constitute the MLA Office.

ARTICLE 5

SUBUNITS

- 5.1. The Subunits of the Association shall be: Divisions, Sections, and Round Tables.
- 5.2. Only Active, Life, and Affiliate members of the Association may be members of a Subunit.
- 5.3. Each Subunit shall be governed by the Bylaws of the Association. Each Division may adopt bylaws, but not in conflict with those of the Association. Copies of the bylaws and bylaws amendments shall be filed with the Secretary of the Association.
- 5.4. A Subunit may adopt a distinctive name and shall have the authority within its own field as defined by the Association to determine its own policies and to develop its own programs provided these do not conflict with the established policies and programs of the Association.
- 5.5. Minutes of the Subunit and an annual report shall be filed with the President and Executive Director.
- 5.6. A Subunit may issue policy statements in the name of the Subunit, but it may not commit the Association on any policy without proper approval of the Association.
- 5.7. A Subunit may establish committees and subordinate groups as may be required to discharge its responsibilities, except that it may not establish a committee to operate in the field of an association committee, unless it be established as a subcommittee of the larger committee.
- 5.8. A Subunit may impose a registration fee for any meetings held separately from the conference of the Association. An increased registration fee shall be imposed for non-MLA members attending subunit events.
- 5.9. Subunits shall notify the MLA Office of forthcoming meetings and programs of the units.

ARTICLE 6

DIVISIONS

- 6.1. The purpose of a Division is to promote the development of libraries, library services, library governance, and librarianship within and for a particular type of library.
- 6.2. The Divisions of the Association shall be:
 - (1) Academic and Research Libraries Division;
 - (2) Public Libraries Division; and,
 - (3) Minnesota Library Trustees and Advocates.
- 6.3. Additional Divisions may be created by the Association upon petition from not fewer than 100 members, provided these represent service in a particular type of library not included in any existing Division.
- 6.4. Should the membership in any Division fall below 100, it may be discontinued as a Division by the Association.
- 6.5. A Division may not establish a subdivision to operate in the field of any AssociationSection.

ARTICLE 7

SECTIONS

- 7.1. The purpose of a Section is to promote the study and development of a particular function or aspect of librarianship which has relevance for more than one type of library.
- 7.2. A Section may be established by the Association upon petition of not fewer than 50 members representing two or more Divisions, providing the activity it is proposed to promote is clearly interdivisional in nature.
- 7.3. The Association may discontinue a Section when the membership in to Section has fallen below 50, or in response to a petition signed by a majority of the Section's members.

ARTICLE 8

ROUND TABLES

- 8.1. The purpose of a Round Table is to promote the development of types of libraries and aspects of librarianship whose representatives among the Association's members are too few to form a Division or a Section. Round Tables also may be established to discuss areas of library philosophy and concern.
- 8.2. A Round Table may be established by the Association upon petition of not fewer than 10 interested members.
- 8.3. The Association may discontinue a Round Table when the membership in the Round Table has fallen below 10, or when the membership of the Round Table has failed to elect officers in a membership year.

ARTICLE 9
COMMITTEES

- 9.1. Committees of the Association shall be:
- (1) Standing Committees;
 - (2) Special Committees;
 - (3) Ad Hoc Committees;
 - (4) Joint Committees.
- 9.2. Only Active, Life, and Affiliate Members of the Association may be members of a Committee, with the exception of the Legislative Committee: active ITEM members may also participate in the committee process that develops MLA/ITEM legislative initiatives.
- 9.3. Committees may be established by the Association or by the Board.
- 9.4. Committees may be discontinued by the body that established them.
- 9.5. Committees of the Association are responsible to the Board.
- 9.6. Each Committee shall have a specific charge established by the Board. The Board shall annually review the charge to each Committee.
- 9.7. The Board shall appoint the members of Committees designated in these Bylaws and the chair of all other Committees.
- 9.8. The President-Elect shall recommend to the Board, candidates for chairs of the standing committees whose chairs are not elected by membership. The Board shall appoint these chairs to take office at the beginning of the next fiscal year.
- 9.9. Each Committee shall report to the Board at least annually or more often as directed by the Board.
- 9.10. No Committee shall commit the Association by any declaration of policy.
- 9.11. Subcommittees may be established by any Committee.
- 9.12. Except as otherwise provided in these Bylaws, committee members shall be selected by the chair of the Committee, with the advice of the Board.
- 9.13. Chairs shall call meetings of their respective Committees consonant with the charge to the Committee. Committees shall meet at the call of the President or the Board.
- 9.14. Minutes of all Committee meetings shall be kept and distributed to the President, the Executive Director and to all of the Committee.
- 9.15. **Standing Committees.**
- 9.15.1. A Standing Committee is a committee with long-term objectives important to the continued operation of the Association. Standing Committees are on-going committees of the Association.
- 9.15.2. The Standing Committees of the Association shall be
- (1) Budget and Finance Committee;

- (2) Intellectual Freedom Committee;
- (3) Legislative Committee;
- (4) Membership Committee;
- (5) Communications Committee;
- (6) Bylaws and Policies Committee
- (7) Continuing Education Committe

9.16. **Special Committees.**

9.16.1. A Special Committee is established for various aspects of policy, planning, and administration, which are continuing but periodic in nature, e.g., the Awards Committee. Special committees are listed in Appendix B to the Bylaws.

9.17. **Ad Hoc Committees.**

9.17.1. An Ad Hoc Committee is a committee established to pursue a designated project to a specific goal within a specific time period. The life of an Ad Hoc Committee ends upon the conclusion of the project or at the end of the specific time, on direction of the Board.

9.18. **Joint Committees.**

9.18.1. A Joint Committee is a committee established between the Association and another organization.

ARTICLE 10

RELATIONS WITH OTHER ORGANIZATIONS

- 10.1. The President may appoint liaison representatives from this Association to other organizations.
- 10.2. Membership in other organizations shall be in the name of the Association as a whole, rather than in the name of any Subunit or Committee.

ARTICLE 11

NOMINATIONS AND ELECTIONS

- 11.1. The Nominating Committee shall be convened by the President no later than May 31. This Committee shall solicit nominations from the membership, identify and contact any nominees of their choosing, and prepare a slate of one or more candidates for each elective office to be filled at the next annual election. The Committee shall secure written consent from each candidate.
- 11.2. Nominations from the membership shall be returned to the Nominating Committee no later than August 1 on official petition blanks, filled in and signed by the members making the nomination. Any eligible member of the Association shall be considered a candidate for an office upon receipt by the Nominating Committee of valid petitions from ten members nominating that member for that office, provided that the nominee's written consent also is obtained.
- 11.3. The Secretary shall ensure the preparation of a list of the nominees so selected and a nominating petition blank. The Secretary shall ensure that these are distributed as official publications of the Association to the membership at least eight weeks before the annual conference, or no later than September 1.
- 11.4. The Nominating Committee shall serve as the Tellers Committee.
- 11.5. The Secretary shall ensure that the official ballot is prepared. Ballots and return envelopes or mailers addressed to the chair of the Tellers Committee shall be mailed to the membership by August 15.
- 11.6. The Ballot submitted to the membership shall in no way distinguish between those candidates nominated by the Nominating Committee and those nominated by petition, and all candidates shall be listed at random for each position.
- 11.7. Returned ballots shall be postmarked at least four weeks before the annual conference, or no later than October 1.
- 11.8. A candidate receiving a plurality of those votes cast for an office shall be considered elected to that office.
- 11.9. The Tellers Committee shall report election results at the membership meeting at the annual conference, or no later than October 31.
- 11.10. In the case of a tie vote, the determination shall be by coin toss, administered by the Secretary.
- 11.11. Subunits may follow local practice but are encouraged to stay in alignment with the procedures as outlined in this Article.

ARTICLE 12

MEETINGS

12.1. **Association Meetings.**

- 12.1.1. Business meeting of the Association shall be held within the State of Minnesota.
- 12.1.2. There shall be an annual business meeting of the Association.
- 12.1.3. The Board shall determine the time and place of any business meeting.
- 12.1.4. Other meetings of the Association may be called at any time with the approval of the Board, and shall be called upon petition signed by no fewer than 50 Active and Life Members.
- 12.1.5. The Board shall set the fee for all individuals attending meetings of the Association.

12.2. **Board Meetings.**

- 12.2.1. Meetings of the Board shall be called by the President at least four times a year.
- 12.2.2. Ten days' notice of a meeting of the Board shall be given to each Board member.
- 12.2.3. Board meetings are open to the public and MLA members are encouraged to attend.

12.3. **Quorum.**

- 12.3.1. Fifty members shall constitute a quorum at any Association business meeting.
- 12.3.2. Six members shall constitute a quorum of the Board.
- 12.3.3. A majority of the members of any Committee shall constitute a quorum of that Committee; with the exception of the Legislative Committee, which shall conduct business only when ten or more members, including remote sites, are in attendance.

ARTICLE 13

FINANCES

- 13.1. The fiscal year of the Association shall be from January 1 to December 31.
- 13.2. No Subunit, Committee, officer, or member of the Association shall incur any expense in its name unless properly authorized, nor shall the Treasurer approve any payment except for expenditures so authorized.
- 13.3. No later than December 31 each year, the Board shall prepare and adopt a budget for the following fiscal year. This budget shall assign to each officer, Subunit, Committee, and the Executive Director of the Association the funds which may be expended during the year. The budget, subject to later revision as conditions may require, constitutes Board authorization in the amounts and for the purposes specified.
- 13.4. The Board shall establish procedures for the receipt and disbursing of Association funds. It shall provide for the bonding of the Treasurer with the premium to be paid by the Association.
- 13.5. The Board may provide for an audit of the accounts of the Treasurer at the end of the fiscal year, or for special audits at other times. Following an audit, it shall report to the membership, detailing receipts and expenditures for the year and explaining the fiscal status of the Association.
- 13.6. No Subunit, Committee, officer or member of the Association shall establish or maintain a checking or savings account for conducting any business of the Association except by permission of the Board, nor shall any member of the Association conduct Association business through personal account except as provided by Association policy.

ARTICLE 14
GENERAL POLICIES

14.1. Vacancies in office.

- 14.1.1. In the event of the permanent loss of the President, the President-Elect shall assume the office of President for the remainder of the current year and shall continue as President for the following year.
- 14.1.2. In the event of the permanent loss of the President-Elect, the Board shall appoint an Acting President-Elect for the remainder of the term. Candidates for the offices of President and President-Elect shall be voted on at the following election.
- 14.1.3. In the event of the permanent loss of both the President and the President-Elect, the Board shall appoint an Acting President for the remainder of the year. Candidates for both offices shall be voted on at the following election.
- 14.1.4. In the event of the permanent loss of the MLA/ALA Chapter Councilor, the vacancy shall be filled in accordance with ALA policies.
- 14.1.5. In the event of the permanent loss of the Member-at-Large, the Secretary, the Treasurer, or the Immediate Past President, the Board shall appoint a replacement for the remainder of the term.
- 14.1.6. Vacancies in offices of Subunits shall be governed by the bylaws of the Subunit.
- 14.1.7. In the event of the temporary absence of the Chair of a Division, the vice-chair or designated alternate may sit as the Division's representative on the Board of Directors with the powers, prerogatives, and obligations of the chair during the period of such temporary absence.
- 14.1.8. In the event of the permanent loss of the Chair of the Legislative Committee, the Chair-Elect of the Legislative Committee shall assume the office of Chair for the remainder of the current year and shall continue as Chair for the following year.
- 14.1.9. In the event of the permanent loss of the Chair-Elect of the Legislative Committee, the Board shall appoint an Acting Chair-Elect for the remainder of the term. Candidates for the offices of Chair and Chair-Elect shall be voted on at the following election.
- 14.1.10. In the event of the permanent loss of both the Chair and the Chair-Elect of the Legislative Committee, the Board shall appoint an Acting Chair for the remainder of the year. Candidates for both offices shall be voted on at the following election.
- 14.1.11. In the event of the permanent loss of the Chair of the Intellectual Freedom Committee, the Chair-Elect of the Intellectual Freedom Committee shall assume the office of Chair for the remainder of the current year and shall continue as Chair for the following year.
- 14.1.12. In the event of the permanent loss of the Chair-Elect of the Intellectual Freedom Committee, the Board shall appoint an Acting Chair-Elect for the remainder of the term. Candidates for the offices of Chair and Chair-Elect shall be voted on at the following election.
- 14.1.13. In the event of the permanent loss of both the Chair and the Chair-Elect of the Intellectual Freedom Committee, the Board shall appoint an Acting Chair for the remainder of the year. Candidates for both offices shall be voted on at the following election.

14.2. Resignation.

- 14.2.1. Resignation of a member of the Board of Directors shall be submitted to the Board in writing.
- 14.2.2. An officer of a Subunit may resign from office in writing to the Subunit.
- 14.2.3. A committee chair may resign in writing to the Board.
- 14.2.4. A committee member may resign in writing to the chair of the committee.
- 14.2.5. A member of the Association may resign in writing to the Board.
- 14.3. **Removal from Office.**
- 14.3.1. An officer or member of the Board, or an officer of the Association's Subunits or Committees, may be removed from office only for cause.
- 14.3.2. Before removal from office, the person accused shall have the right to due process. Due process shall include, but not be limited to: the right to receiving the charges in writing, the right to counsel, the right to face the accuser, and the right to have the accusation adjudicated by an impartial group.
- 14.4. **Term of Office.**
- 14.5. Obligations of Officers and Committee Members.
- 14.5.1 Officers of the Association and its Subunits, Board Members, and Committee Members shall be expected to attend all meetings of their respective Board, Subunit, or Committees.
- 14.5.2. Failure to attend two consecutive Board meetings without being excused by the President in advance may be grounds for the Board to request that the person resign.
- 14.6. **Open Meetings.**
- 14.6.1 All meetings of the Board shall be open to members of the Association. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions.
- 14.7. **Notice.**
- 14.7.1. Publication of any notice in official MLA communications distributed to a member at the address on file with the Association shall constitute notice as required by these Bylaws.
- 14.8. **Indemnification.**
- 14.8.1. To the full extent permitted by any applicable law, this Association shall indemnify each person made or threatened to be made a party to any threatened, pending or completed civil, criminal, administrative, arbitration, or investigative proceeding, including a proceeding by or in the right of this Association, by reasons of the former or present capacity of the person as:
 - (1) A director, officer, employee or member of a committee of this Association.
 - (2) A director, officer, partner, trustee, employee or agent of another organization or employee benefit plan, who while a director, officer or employee of this Association, is or was serving the other organization or employee benefit plan at the request of this Association or whose duties as a director, officer or employee of this Association involve or involved such service to the other organization or employee benefit plan. against judgments, penalties, fines (including, without limitation, excise taxes assessed against the person with respect to an employee benefit plan), settlements, and any reasonable

attorneys' fees and disbursements, incurred by the person in connection with the proceeding.

- 14.8.2. Indemnification provided by the section shall continue as to a person who has ceased to be a director, officer, employee or committee member, shall inure to the benefit of the heirs, executors and administrators of such person and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this section. Any indemnification realized other than under this section shall apply as a credit against any indemnification provided by this section.
- 14.8.3. This Association may, to the full extent permitted by applicable law from time to time in effect, purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or a member of a committee of this corporation against any liability asserted against such person and incurred by such person in any such capacity.
- 14.9. **Mail Votes.**
- 14.9.1. Votes that the Association Bylaws or a subunit's Bylaws require to be conducted by mail may be conducted by postal mail, by electronic mail or other electronic means, or by a combination, provided that in such a vote the information relating to the vote is distributed to all members at the same time.
- 14.9.2. These same methods may be used in distributing other types of information to the entire membership.
- 14.9.3. "Postmark" as used in the Bylaws shall mean a postmark affixed by the United States Postal Service or other postal agency to postal mail or the electronic date stamp affixed by electronic mail systems and facsimile systems.

ARTICLE 15
REFERENDA

- 15.1. A mail vote by the membership of the Association on any question of Association policy or procedure except Bylaws amendment shall be held upon the fulfillment of one of the following requirements:
- (1) Decision of the Board;
 - (2) Resolution adopted at any business meeting of the Association requiring that the question under consideration be submitted to a mail vote; or,
 - (3) A petition signed by no fewer than 25 Active and Life members of the Association in good standing submitted to the Board within six weeks after the action in question was taken.
- 15.2. The action under consideration shall be suspended by the Board upon the fulfillment of one of the requirements in 15.1 and shall remain suspended until the result of the vote by mail is determined.
- 15.3. Notice of the mail vote and an exposition of the question to be decided shall be mailed to the membership at least three weeks before the receipt of the ballot. The Board shall set the time limit during which votes will be recorded and shall appoint a committee to sound and report the vote.
- 15.4. For mail votes, 200 Active and Life Members in good standing shall constitute a quorum, and a majority vote of those voting shall be required to carry.
- 15.5. The results of any mail vote shall be binding on the Association, and the question shall not again be submitted to the Association, either in a business meeting or by mail vote, within a period of one year from the close of the balloting.

ARTICLE 16
AMENDMENTS

- 16.1. These Bylaws may be amended at any business meeting of the Association by a two-thirds vote of Active and Life Members in good standing present and voting, provided that the amendment has been submitted in writing to the membership at least 30 days in advance.
- 16.2. The Board shall include notice of a proposed amendment in the call to the meeting upon the fulfillment of any of the following conditions:
- (1) Recommendation of the Board;
 - (2) Submission of an amendment in writing at the next previous business meeting of the Association; or,
 - (3) Presentation to the Secretary of the Association, at least six weeks before the meeting, of an amendment petition signed by no fewer than 25 Active and Life Members in good standing.

ARTICLE 17

PARLIAMENTARY AUTHORITY

- 17.1. Robert's Rules of Order, Newly Revised, in the latest edition, shall govern the Association in all cases to which it can be applied, and in which it is not inconsistent with the Articles of Incorporation, these Bylaws, or special rules of order of the Association.

APPENDIX A
DUES STRUCTURE

Basic Membership Dues

Active Member: Librarian/Library Employee (Dues based on gross salary)

Salary	Fee
Less than \$29,999	\$30.00
\$30,000 - \$39,999	\$85.00
\$40,000 - \$49,999	\$115.00
\$50,000 - \$59,999	\$145.00
\$60,000 - \$69,999	\$170.00
\$70,000 - \$79,999	\$200.00
\$80,000 and above	\$230.00
Retired Library Staff/Students/Friends/Trustees	\$30.00
Affiliate Member	\$60.00
Friend and Supporter Member	\$10.00

Organizational Member (Dues based on annual budget):

Budget	Proposed Fee
Less than \$15,000	\$30.00
\$15,000 - \$39,999	\$60.00
\$40,000 - \$74,999	\$85.00
\$75,000 - \$299,999	\$115.00
\$300,000 - \$599,999	\$145.00
\$600,000 - \$999,999	\$170.00
\$1,000,000 - \$4,999,999	\$260.00
\$5,000,000 and above	\$345.00

Subunit Dues

Active Members are entitled to free membership in as many Subunits as they wish to join

Last updated September 19, 2019

APPENDIX B

COMMITTEE

App.B.1. Special Committees of the Association are:

- (1) Awards Committee;
- (2) Conference Program Committee;
- (3) Nominating Committee.

Adopted November 30, 1979
Amended May 2, 1980
Amended May 15, 1983
Amended May 2, 1984
Amended September 15, 1985
Amended April 16, 1986
Amended October 7, 1987
Amended October 6, 1988
Amended October 12, 1989
Amended November 7, 1990
Amended November 1, 1991
Amended October 7, 1992
Amended October 7, 1993
Amended October 5, 1994
Amended October 12, 1995
Amended October 10, 1996
Amended October 1, 1997
Amended October 1, 1999
Amended September 28, 2000
Amended October 25, 2007 (9.2, 12.3.3)
Amended October 7, 2010
Amended October 13, 2011
Amended October 4, 2012
Amended October 10, 2013
Amended October 8, 2015
Amended September 19, 2019