

# Oklahoma Library Association

## Constitution and Bylaws

# Oklahoma Library Association Constitution

## Article I. Name

The name of this association shall be the Oklahoma Library Association.

## Article II. Purpose and Vision

The purpose of the Oklahoma Library Association is to strengthen the quality of libraries and librarians in the state of Oklahoma and to promote and support library services and librarianship in Oklahoma.

The Oklahoma Library Association is an inclusive, innovative, and thriving organization that enriches the lives of all Oklahomans through proactive support of libraries and librarians and enduring commitment to shared professional values.

## Article III. Membership

Section 1. The membership of the Oklahoma Library Association shall consist of two (2) classes: personal and organizational.

Section 2.

- A. Personal members shall be those persons who comply with the requirements for dues as stated in the Bylaws. Life members are those personal members who have received the Distinguished Service Award, prior to 1992.
- B. Organizational members shall be those organizations which comply with requirements for dues as stated in the Bylaws, and are interested in promoting library development throughout this state.

## Article IV. Officers

Section 1. The officers of the Oklahoma Library Association shall be a President, a President-elect, the Immediate Past President, a Secretary, a Treasurer, and the Division Chairs. The President-elect, the Secretary, and the Treasurer shall be elected by an electronic method such as email from the personal members of the Association in good standing as provided in the Bylaws. The Division Chairs shall be elected according to the provisions of the Bylaws. The President-elect and the Secretary shall be elected for a term of one (1) year and shall assume their duties on the first day of the new fiscal year. The Treasurer shall be elected in each odd-numbered year and shall hold office for a term of two (2) years. The terms of office shall coincide with the Oklahoma Library Association fiscal year.

Section 2. The offices of the President, President-elect, the Immediate Past President, Secretary, Treasurer, and the Division Chairs shall be filled by personal members of the Oklahoma Library Association in good standing.

## Article V. Executive Board

Section 1. The administration of the affairs of the Oklahoma Library Association shall be vested in and exercised by the President and/or the Executive Board. The Executive Board shall consist of the officers, the American Library Association Councilor, and the Mountain Plains Library Association Representative. Non-voting members shall include the Chair of the Marketing and Communications Committee, the FOLIO Representative, the Oklahoma Library Association's Webmaster, and the Oklahoma Department of Libraries Director or their designee. The President shall be the Chair of the Executive Board. A quorum of the Executive Board shall consist of six (6) voting members. No elected member of the Executive Board, who has served a full term, may succeed themselves in office, with the exception of the Secretary or Treasurer. The Secretary may be elected to succeed themselves for a second term of one (1) year. The Treasurer may be elected to succeed themselves for a second term of two (2) years.

Section 2. The Executive Board shall fill vacancies in office with the exceptions of the offices of President and President-elect. A vacancy in the office of President shall be filled by the President-elect. If less than half of the term remains, the new President shall then serve their elected term as President. If more than half of the term remains, the new President shall not subsequently be expected to serve the term for which elected, and the vacancy in the office of President-elect shall be filled by vote of the membership from two (2) candidates presented by the Governance Committee. Vacancies in other offices shall be filled by appointment or by a vote of the membership from two (2) candidates presented by the Governance Committee.

Section 3. The Executive Board shall approve the annual budget and expenditure of funds in accordance with the provisions set forth in the Bylaws.

Section 4. A petition signed by ten percent (10%) of the personal members in good standing of the Oklahoma Library Association shall constitute an initiative petition to propose activities, functions or services of the Association. Such a petition shall be considered by the Executive Board within sixty (60) days of receipt. A full report shall be made to the membership at the next annual meeting.

Section 5. The Association by a vote at a Membership Meeting may refer any matter to the Executive Board with recommendations and may require the Executive Board to report on such matters at any specified meeting of the Association. Any question of policy may, by a majority vote of the Executive Board, be submitted to the Association to be voted upon either at a Membership Meeting or by an electronic method such as email as the Executive Board may determine. Any action of the Executive Board or action of the membership at an annual business meeting may be set aside by a three-fourths (3/4) vote at any membership meeting of the Association or by a majority vote by an electronic method such as email in which one-fourth (1/4) of the members of the Association have voted. Such vote by an electronic method such as email shall be held upon petition of ten percent (10%) of the members of the Association.

Section 6. The Executive Board shall have power to appoint an association management company. The duties, hours, and compensation shall be determined by the Executive Board.

Section 7. The Executive Board shall appoint one (1) of its members with the concurrence of the Friends of Libraries in Oklahoma (FOLIO) Executive Board, to serve as liaison representative between the two organizations.

Section 8. The President shall appoint an archivist, who shall administer the collection of materials important for the preservation of the history of the Oklahoma Library Association.

## Article VI. Committees, Divisions, and Roundtables

Committees may be appointed and divisions and roundtables of the Association may be organized and supported as provided in the Bylaws.

## Article VII. Meetings

Section 1. The President and Executive Board shall arrange for a general Annual Conference of the Oklahoma Library Association and for such special meetings as they may consider advisable. The Annual Conference shall serve as the culmination of the specific plans, programs, and objectives for the year. Notice of all annual business meetings of the Association shall be sent to each personal member of the Association in good standing at least thirty (30) days prior to the beginning date of any meeting.

Section 2. A majority of the personal members attending a business meeting of the Oklahoma Library Association shall constitute a quorum for conducting business.

Section 3. Votes of the Association by an electronic method such as email may be authorized by the Executive Board between annual conferences. Twenty-five percent (25%) of the voting membership shall constitute a quorum and a majority of those voting shall be required to carry. The Executive Board shall have authority to set the time limit during which votes will be recorded, but if no such time limit is set, no vote shall be counted unless received within thirty (30) days from the date the text of the ballot or question voted upon was sent properly addressed, according to the Association records, to those entitled to vote on the matter involved.

## Article VIII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Oklahoma Library Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution or the Bylaws of the Association, or any special rules of order the Association may adopt.

## Article IX. Bylaws

Bylaws may be amended or adopted at any Annual Meeting of the Association if three-fourths (3/4) of the personal members present vote in favor of such changes or by a vote by an electronic method such as email of a majority of the members of the Association voting in which one-fourth (1/4) of the members have voted. The Executive Board shall specify whether a vote shall be taken at a membership meeting of the Association or by an electronic method such as email, and if an electronic vote is ordered the Executive Board shall fix the time for the beginning and closing of the balloting. Proposed amendments or new Bylaws shall be presented for a vote either upon recommendation of the Executive Board or upon receipt of a petition signed by ten percent (10%) of the personal members of the Association and filed in writing with the Secretary at least sixty (60) days prior to the beginning date of said Annual Meeting. The Secretary shall send copies of all proposed amendments or new Bylaws to each of the other members of the Executive Board and to the members of the Governance Committee within ten (10) days of receipt. The Chair of the Governance Committee shall work with the Marketing

and Communications Committee to notify each personal member of the Association of any such proposed amendments or new Bylaws or the date established for an electronic vote.

## Article X. Amendments

Section 1. This Constitution may be amended at any annual business meeting of the Association if three-fourths (3/4) of the personal members present vote in favor of such changes or by a vote by an electronic method such as email of a majority of the members of the Association voting in which one-fourth (1/4) of the members have voted. The Executive Board shall specify whether a vote shall be taken at a Membership Meeting of the Association or by electronic method, and if an electronic vote is ordered, the Executive Board shall fix the time for the beginning and closing of the balloting. Proposed amendments shall be presented for a vote either upon recommendation of the Executive Board or upon receipt of a petition signed by ten percent (10%) of the personal members of the Association and filed in writing with the Secretary at least sixty (60) days prior to the beginning date of said Annual Meeting. The Secretary shall notify the personal members of the Association of any such proposed amendments at least thirty (30) days prior to the beginning date of the Annual Conference or the date established for a vote by electronic method.

Section 2. Within four (4) months following the adoption of each amendment to the Constitution or Bylaws, the OLA Webmaster shall make the amended Constitution or Bylaws available on the Association's website.

## Article XI. Affiliated Organizations

The Association may affiliate with other organizations whose goals are in accordance with the purpose of this Association.

## Article XII. Former Constitution Voided

This document, when approved, supersedes any previous Constitution completely and all provisions and amendments thereof.

ADOPTED May 24, 1980. Revised Apr. 1, 2011, Apr. 2, 2014, May 21, 2020.

# Oklahoma Library Association Bylaws

## Article I. Fiscal Period

The fiscal period of the Oklahoma Library Association shall be July 1 to June 30 of the next year.

## Article II. Dues and Fees

Section 1. All dues are annual and shall be due and payable at each member's anniversary of joining each year. Reminder emails shall be sent in the month prior to the anniversary, and if dues are not paid by sixty (60) days after the anniversary, they shall be dropped from the roster as active members.

Section 2. Personal memberships.

- A. Personal membership dues for membership in the Oklahoma Library Association shall be set, from time to time, in an amount approved by the Executive Board, subject to a majority vote at the Annual Business Meeting. Membership in OKSL requires additional annual dues of \$10.00. Free membership in OKSL will be offered to first-year OLA members for their first year of membership only.
- B. Life members shall be assessed no dues, but shall have all the rights and privileges of personal members.

Section 3. Organizational memberships

Dues for library organizations shall set, from time to time, in an amount approved by the Executive Board, subject to a majority vote at the Annual Business Meeting

Section 4. Only persons holding personal membership in good standing shall be entitled to vote at all membership meetings.

Section 5. Registration fees.

- A. The registration for each person, not a guest, attending any regular general meeting of the association shall be determined by the Executive Board.
- B. The Executive Board shall approve the registration fee charged for any meeting sponsored by any division, roundtable or committee of the Association.

Section 6. The schedule pertaining to dues and fees may be revised by the Executive Board without a vote of the Association no more often than once a year and only if the revision results in lowering dues and fees or an increase (necessitated by genuine financial need) of no more than ten percent (10%) for any affected party.

## Article III. Nominations and Elections

Section 1. Executive Board Officers

- A. The Governance Committee shall request of the membership recommendations for candidates for each office on the Executive Board for which vacancies will occur at the next Annual Conference because of expiration of terms of office.
- B. In accordance with the time schedule set forth in the OLA Handbook, the Governance Committee shall meet and select two (2) nominees willing to serve for each office as set forth in Article IV of the Constitution, except Division Chairs, who are elected by the memberships of their respective divisions. In appropriate years, the Governance Committee shall also select nominees for the American Library Association Councilor, in accordance with provisions of Article IV, Section 1 B of the Bylaws, and the Mountain Plains Library Representative in accordance with provisions of Article IV, Section 2 B of the Bylaws. The committee shall make its selection after considering recommendations of the membership and recommendations of the committee members, taking into consideration the desirability of maintaining a cross section of library interests.
- C. The slate of nominees shall be transmitted to the Webmaster who shall be responsible for preparation of ballots for all individual members in good standing. The ballots may be transmitted and returned by an electronic method such as email in accordance with the time schedule and procedures set forth in the OLA Handbook.
- D. In accordance with the time schedule and procedures set forth in the OLA Handbook, the Governance Committee Chair will notify the chairs of the OLA divisions and roundtables of the results of the election. In the event of a tie between two or more of the nominees, the Governance Committee Chair shall select the successful candidate by lot. The chairs will notify each candidate for office to report the results. The results of the election will be presented at the Annual Conference.
- E. All nominees for officers must be members in good standing of the Oklahoma Library Association.

## Article IV. Library Association Affiliates

### Section 1. American Library Association

- A. The Association shall maintain its status as a member chapter of the American Library Association in accordance with the American Library Association's Constitution and Bylaws.
- B. Oklahoma Library Association members shall elect, at the appropriate time by electronic ballot, an Oklahoma Library Association Chapter Councilor to the American Library Association Council. The Councilor shall be a personal member of both the Oklahoma Library Association and the American Library Association and serve a three-year (3-year) term. Should the duly elected councilor be unable to complete the three-year (3-year) term in office, the President, with the consent of the Executive Board, shall appoint a successor to serve until the next election of the Association, at which time a councilor to fill the unexpired term shall be eligible for nomination to a regular term of office.

### Section 2. Mountain Plains Library Association

- A. The Association shall maintain its status as a member of the Mountain Plains Library Association in accordance with the Mountain Plains Library Association's Constitution and Bylaws.
- B. Oklahoma Library Association members shall elect, at the appropriate time by electronic ballot, an Oklahoma Library Association Representative to the Mountain Plains Library Association. The Representative shall be a personal member of both the Oklahoma Library Association and the Mountain Plains Library Association and serve a three-year (3-year) term. Should the duly

elected representative be unable to complete the three-year (3-year) term in office the President, with the consent of the Executive Board, shall appoint a successor to serve until the next election of the Association, at which time a representative to fill the unexpired term shall be eligible for nomination to a regular term of office.

### Section 3. Oklahoma Technology Association

- A. The Association shall maintain affiliation with the Oklahoma Technology Association and coordinate activities in the OTA Annual Conference.

### Section 4. Other Affiliates

- A. The Association may affiliate with other organizations or agencies to present continuing education opportunities for members and other purposes. The Association may serve as a vehicle for pass-through funds or for co-sponsoring groups under the guidelines for program production as delineated in the Appendix of the OLA Handbook.

## Article V. Duties of Officers

### Section 1. Duties of the President.

The President shall preside at the general sessions of the Annual Conference and shall call and preside at meetings of the Executive Board and special meetings; shall be responsible for implementation of Presidential Initiatives aimed at moving the Association forward with the established framework of goals and objectives as set forth in the Strategic Plan; shall represent the Association in an official capacity and shall speak for the Association on all established policies; shall coordinate the work of all officers, divisions, roundtables and committees; shall assume a major role in planning the Annual Conference; shall sign all contracts authorized by the Association or the Executive Board and all orders to the Treasurer for expenditures from the funds of the Association; and shall perform the other duties customarily incumbent upon such office, unless otherwise ordered by the Association through its Bylaws or the Executive Board.

### Section 2. Duties of the President-elect.

The President-elect shall act for the President in case of the latter's absence; shall attend and vote at meetings of the Executive Board; shall appoint committee chairs-elect and committee members; shall work closely with the President on plans for the Annual Conference; and shall work in other ways as required by the President to help achieve the objectives for the year.

### Section 3. Duties of the Immediate Past President.

The Immediate Past President shall attend and vote at meetings of the Executive Board; shall work closely with the President to achieve the organization's objectives for the year; and shall serve as the Chair of the Finance Committee.

### Section 4. Duties of the Secretary.

The Secretary shall keep the official minutes of the general sessions of the Oklahoma Library Association Annual Conference and shall submit them to the next regular meeting of the Executive for review and acceptance. The Secretary shall prepare and distribute the minutes of each Executive Board meeting. The Secretary shall report on matters concerning the Association as directed by the President or the Executive Board at meetings of the general membership or the Executive Board.

#### Section 5. Duties of the Treasurer.

The Treasurer shall be the chief financial officer of the Association, working together with the management company to maintain the finances of the Association; shall pay bills approved by the President or the Executive Board; shall maintain accurate records of the Association's financial affairs and make a detailed financial report at the end of the fiscal year, which shall be published on the Association's website; shall attend and vote at all meetings of the Executive Board and give a financial and membership report at each meeting, submitting copies to the Executive Board; shall serve on the Finance Committee; and shall perform such duties as required by the President and the Executive Board.

#### Section 6. Duties of the Division Chairs.

- A. The Division Chairs shall broaden the representation of library interests and considerations in the deliberations of the Executive Board.
- B. Division Chairs shall attend Executive Board meetings and shall vote and perform such duties and assume responsibilities as the President or Executive Board may assign.
- C. Division Chairs shall choose a member of their division to attend Conference Planning Committee meetings in preparation for the Annual Conference of the Oklahoma Library Association.

#### Section 7. Duties of the American Library Association Councilor.

- A. The American Library Association Councilor shall perform the duties required by the American Library Association at the American Library Association Council meetings and shall report regularly on items of interest to the Oklahoma Library Association and the Executive Board.
- B. The American Library Association Councilor shall attend and vote on all matters brought before the Oklahoma Library Association Executive Board.

#### Section 8. Duties of the Mountain Plains Library Association Representative.

- A. The Mountain Plains Library Association Representative shall perform the duties required by the Mountain Plains Library Association at the Mountain Plains Library Association meetings and shall report regularly on items of interest to the Oklahoma Library Association and the Executive Board.
- B. The Mountain Plains Library Association Representative shall attend and have a vote on all matters brought before the Executive Board.

#### Section 9. Reports of Officers.

Officers whose terms expire at the close of the fiscal year shall submit to the Association's management company within one (1) month after the close of said fiscal year any records or important correspondence in their possession and these shall become part of the archives.

#### Section 10. Officers' Attendance.

All officers are expected to attend the meetings of the Executive Board. Any officer who is absent for as many as three (3) consecutive Board meetings may be removed from office at the discretion of the Board, in which case the Board shall take the appropriate action to fill the resulting vacancy. The Board may take discretionary action to remove from office any member who does not attend the meetings or participate in the activities of the committee.

### Article VI. Committees

### Section 1. General.

The members and chairs-elect of most committees are appointed by the President-elect. Exceptions to this rule are noted in the committee descriptions section of the OLA Handbook. Appointments shall be made for one (1) year, except where otherwise specified. No person shall be appointed to a committee who does not have a personal paid-up membership in the Oklahoma Library Association. Committees, other than those specified in the Bylaws, may be created or discontinued by the President. The authorization of new committees shall include their purpose and duties and whether any special authority to act for the Association is being granted. The President shall serve as a voting member of each committee except the Governance Committee.

### Section 2. Programs.

Programs of committees are expected to follow the lead of the President by planning activities designed to help achieve the stated Presidential Initiatives for the year.

### Section 3. Standing Committees.

- A. Advocacy Committee. This committee shall coordinate OLA's legislative involvement, promptly communicate with the officers and membership about state or federal legislation concerning Oklahoma libraries, and encourage understanding and involvement of members in the legislative process.
- B. Awards and Scholarships Committee. This committee shall review and consider all requests for any honors, awards, and citations offered by any division, roundtable, or committee on behalf of the Association. This committee shall also be responsible for disseminating information about the Oklahoma Library Association scholarships, seeking applicants, screening applicants and selecting a candidate prior to each year who will receive the designated stipend.
- C. Conference Planning Committee. This committee shall plan and have charge of the program for each Annual Conference of the Association in accordance with the policies of the President and Executive Board. This committee shall recommend to the Executive Board potential Annual Conference sites of the Oklahoma Library Association for at least four (4) years in advance.
- D. Continuing Education Committee. This committee shall encourage the development of and participation in continuing education programs for the membership of the Oklahoma Library Association.
- E. Endowment Committee. This committee shall oversee the operation of OLA's Endowment Fund and shall promote donations and create activities and events to raise money for the fund.
- F. Finance Committee. This committee shall prepare a budget for the fiscal year and submit it to the Executive Board by the June meeting of the Executive Board each year. The committee shall study the finances of the Association and make recommendations to the Executive Board. This committee shall also examine on a regular basis the financial records of the Association and any other funds using the OLA federal tax identification number.
- G. Governance Committee. This committee will prepare any revisions of the Constitution and Bylaws as the Executive Board and President may direct, and shall recommend such amendments or changes it deems necessary to the President and Executive Board. The committee shall further consider and recommend any policies it deems necessary to the President and Executive Board. It shall be responsible for the continuing revision of the Oklahoma Library Association Handbook. This committee shall select a slate of candidates for office in accordance with Article III, Section 1 of these Bylaws and shall report at the first business meeting of each Annual Conference those elected in accordance with Article IV, Section 1 of the Constitution and Article III, Section 1 of the Bylaws. Ballots for DRoC officers and results of the DRoC elections shall be sent to the Governance Committee Chair, who will inform DRoC

chairs of the election results. This committee shall review and present resolutions that the President and Executive Board may direct, or that any active individual member of the Association may request for consideration by the Association membership.

- H. Leadership Institute Committee. This committee will inspire and develop future leaders for the Oklahoma library community by planning and presenting library leadership institutes.
- I. Marketing and Communications Committee. This committee will manage the internal and external communications of the Oklahoma Library Association and will oversee the various channels of communication utilized by the Association. This committee will develop and administrate a marketing plan to promote libraries, library service, and the profession of librarianship within the state of Oklahoma.
- J. Membership Engagement Committee. This committee shall carry out statewide promotional activities to encourage membership engagement in the Oklahoma Library Association.
- K. Sequoyah Awards Administrative Committee. This committee shall be responsible for the Administration of the Sequoyah Book Awards in accordance with the Sequoyah Committee Handbook.
- L. Tribal Libraries Committee. This committee shall foster a relationship between people working in tribal libraries and OLA and encourage all libraries in their service to American Indian populations.

#### Section 4. Accountability.

No committee shall incur expense on behalf of the Association except as authorized, nor shall any committee commit the Association by any declaration of policy.

#### Section 5. Reports of Chairs.

Chairs whose terms expire at the close of the fiscal year shall submit to the Association's management company within one (1) month after the close of said fiscal year any records or important correspondence in their possession and these shall become part of the archives.

### Article VII. Divisions

#### Section 1. General.

- A. Divisions shall be based upon type of library. Divisions shall discuss, plan, and study the activities, problems, service and coordination of effort of libraries within their respective categories, and shall make recommendations thereon to the President and Executive Board. The divisions shall aid in executing action decisions of the Association membership and the Executive Board that are within their respective spheres of activity.
- B. No person shall be a member of a division who does not have a personal paid-up membership in the Oklahoma Association.

#### Section 2. Programs.

Programs of divisions are expected to follow the lead of the President by planning activities designed to help achieve the Presidential Initiatives for the year.

#### Section 3. Officers.

Officers of each division shall be a Chair, who shall also serve as a member of the Executive Board; a Chair-elect; and other officers as deemed necessary who shall assume their duties on the first day of the

new fiscal year and shall serve for one (1) year. The Chair-elect shall serve the following year as Chair. Division elections will be held in accordance with Article III, Section 2 of the Bylaws.

#### Section 4. Existing Divisions.

The divisions of the Oklahoma Library Association currently existing are Oklahoma School Librarians Division (OKSL), Public Libraries Division (PLD), and University and College Libraries Division (UCD).

#### Section 5. Formation of New Divisions.

The Executive Board may approve formation of new divisions based on type of library upon receipt of a petition containing signatures of at least ten percent (10%) of the Association membership as of December 31, who wish to become members of the proposed new division. The petitions should include the proposed name of the division, a precise statement of its area of interest and responsibility, the proposed budget for the first year's operation, and the name and responsibility of the person designated by the signers to present the petition to the Executive Board. Copies of the petition with the names of the signatories should be distributed to the members of the Executive Board at least twenty (20) days prior to the meeting of the Board at which the petition is to be presented. At this meeting the designated person will be present to discuss the proposed division and answer questions posed by the Board. Formal Board action must be taken before the division can become official. New divisions shall become operative only at the time a new Executive Board takes office.

Section 6. Dissolution of Divisions. Any division which does not develop and maintain a year-round program of activities may be dissolved by the Executive Board after two (2) consecutive years of such inactivity. The Executive Board shall review division activities on an annual basis. Any division which is so dissolved may apply to the next Executive Board for reinstatement according to the provisions of Article VII, Section 5 of these Bylaws.

#### Section 7. Accountability.

No division shall incur expense on behalf of the Association except at authorized, nor shall any division commit the Association by any declaration of policy.

#### Section 8. Reports of Chairs.

Chairs whose terms expire at the close of the fiscal year shall submit to the Association's management company within one (1) month after the close of said fiscal year any records or important correspondence in their possession and these shall become part of the archives.

### Article VIII. Roundtables

#### Section 1. General.

A roundtable is a membership unit established to promote a field of librarianship not within scope of any single division. Roundtables shall discuss, plan and study the activities, problems, service and coordination of effort of libraries in the field of interest, and shall make recommendations to the President and the Executive Board. No person shall be a member of a roundtable who does not have a personal paid-up membership in the Oklahoma Library Association.

#### Section 2. Programs.

Programs of roundtables are expected to follow the lead of the President by planning activities designed to help achieve the Presidential Initiatives for the year.

### Section 3. Existing Roundtables.

The roundtables of the Oklahoma Library Association are Children and Teen Services Roundtable (CATS), Equity, Diversity, Inclusion and Intellectual Freedom Roundtable (EDII), Small Oklahoma Library Roundtable (SOLR), and Technical Services Roundtable (TSRT).

### Section 4. Officers.

Officers of each roundtable shall be a Chair, a Chair-elect, and other officers as deemed necessary, who shall assume their duties on the first day of the new fiscal year and shall serve for one (1) year.

### Section 5. Formation of a Roundtable.

The Executive Board may approve formation of a roundtable upon receipt of a petition containing the signatures of fifteen (15) members of record as of December 31, who wish to become members of the proposed roundtable. The petition should include the name of the roundtable, a precise statement of its areas of interest and responsibility, and the name of the person designated by the signers to present the petition to the Executive Board. Copies of the petition with the names of the signatories should be distributed to the members of the Executive Board at least twenty (20) days prior to the meeting of the Board at which the petition is to be presented. At this meeting the designated person will be present to discuss the proposed roundtable and answer questions by the Board. The Board shall consider the petition in light of such factors as the furthering of the objectives of the Association, probable long-range need for such a roundtable, and possible duplication of areas of interest with existing divisions and/or other roundtables. Formal action must be taken before a roundtable can become official. New roundtables shall become operative at the beginning of the next fiscal year.

### Section 6. Roundtable Changes.

A roundtable may change its name, scope, and/or areas of interest with approval of the membership of the roundtable and the Executive Board. After membership approval, such changes shall be presented to the Executive Board by the chair of the roundtable. After Board approval, changes will take effect at the beginning of the next fiscal year.

### Section 7. Dissolution of Roundtables.

Any roundtable which does not develop and maintain a year-round program of activities may be dissolved by the Executive Board after two (2) consecutive years of such inactivity. The Executive Board shall review roundtable activities on an annual basis. Any roundtable which is so dissolved may apply to the Executive Board for reinstatement according to the provisions of Article VIII, Section 5 of these Bylaws.

Section 8. Accountability. No roundtable shall incur expense on behalf of the Association except as authorized, nor shall any roundtable commit the Association by any declaration of policy.

## Article IX. Discussion Groups

### Section 1. General.

Discussion Groups may be formed by ten (10) or more members of OLA interested in common concerns which fall within the purpose of OLA, but which are not the responsibility of an existing OLA division, roundtable, or committee. Discussion Groups may be formed to address common problems and

solutions, to serve as a support group for people in like situations or jobs, and to provide the Continuing Education Committee with input concerning training needs.

#### Section 2. Formation.

The Executive Board may approve the formation of Discussion Groups upon receipt of a petition containing signatures of at least ten (10) members. Each group will select a convener.

#### Section 3. Operation.

OLA, upon request of a discussion group, may provide assistance in communications and publicity and will provide meeting space at annual conferences. Discussion groups are encouraged to provide ideas for workshops and conference programs to OLA divisions, roundtables and committees.

#### Section 4. Dissolution.

When the members of a discussion group determine there is no longer a need for the group, it may be dissolved with a letter to the Executive Board.

#### Section 5. Accountability.

No discussion group shall incur expense on behalf of the Association except as authorized, nor shall any discussion group commit the Association by any declaration of policy.

### Article X. Awards, Honors, and Citations

#### Section 1. General.

The Oklahoma Library Association recognizes meritorious achievement in the field of library service by presenting awards, honors, and citations at the Annual Conference. Nominations for these shall be made to the Executive Board by the Awards/Scholarships Committee under the conditions and terms of Article VI, Section 3 B of these Bylaws.

#### Section 2. Awards.

##### A. Distinguished Service Award.

At each general Annual Meeting of the Association, one (1) Distinguished Service Award may be granted, under conditions established in this practice, to a professional librarian holding either a Master of Library Science degree or an equivalent certification or to an individual not normally associated with a particular library in recognition of inspired leadership, devoted service, and unusual contributions to Oklahoma libraries and to the profession of librarianship. The recipient of this award shall have effectively demonstrated for a period of five (5) years or more a valid, thorough, and imaginative concept of librarianship and library service in Oklahoma, having expressed that concept in actual practice. The recipient of this award must be a current member of the Oklahoma Library Association. This award is the highest honor OLA bestows on its members. This award is not necessarily presented every year.

##### B. Bill Lowry Library Champion Award.

Each year, one (1) or more Bill Lowry Library Champion Awards may be granted to someone who has been an advocate for library services in Oklahoma. The honor recognizes lawmakers or other professionals who support libraries through funding or policy initiatives. This award is named for William (Bill) Lowry, director of Oklahoma's Pioneer Library System for 29 years, and chief advocate of legislation that later became the Oklahoma Library Code, which is still in force today. This award is not necessarily presented every year.

- C. Citizens Recognition Award.  
At each general Annual Meeting of the Association, one (1) or more Citizens Recognition Awards may be granted to individuals, groups, or other non-library related organizations which have demonstrated a sound and special interest in libraries and/or library service on a community and/or state-wide level. They have given effective and important service to the advancement of libraries over a period of time. This award is not necessarily presented every year.
- D. Library Excellence Award.  
At each general Annual Meeting of the Association, this award may be granted to one (1) or more libraries that provide an outstanding level of service to library users over a sustained period of time. This award is not necessarily presented every year.
- E. Oklahoma Library Legends Award.  
At each general Annual Meeting of the Association, this award may be given to one (1) person or group named a Library Legend to supplement the 100 Legends selected in 2007. Recognition is based on significant contributions to the growth, development, and excellence of Oklahoma's libraries. This award is not necessarily presented every year.
- F. Oklahoma Library Service Award.  
At each general Annual Meeting of the Association, one (1) or more Oklahoma Library Service Awards may be granted to individuals working in Oklahoma libraries in recognition of significant achievements or outstanding service delivery at the local level. The purpose of this award is to celebrate expertise and creativity in the provision of library service. The recipient of this award must be a current member of the Oklahoma Library Association. This award is not necessarily presented every year.
- G. Outstanding New Librarian Award.  
At each general Annual Meeting of the Association, one (1) Outstanding New Librarian Award may be granted to a librarian in recognition of significant contributions to librarianship and potential for professional development. The recipient of this award must have five (5) or fewer years since graduating with either a master's degree in library and information studies or a master's degree with a specialty in school library media. In addition, the recipient of this award shall have worked as a professional librarian in Oklahoma libraries for at least two (2) of those years. Consideration will be given to leadership in innovative programs or services, exceptional use of local, state or national library resources, significant contribution towards the betterment of library and community relations, and activity in professional library organizations at the local, state or national level. The recipient of this award must be a member of the Oklahoma Library Association. This award is not necessarily presented every year.
- H. Robert T. Motter, Jr. Appreciation Award.  
At each general Annual Meeting of the Association, the Robert T. Motter, Jr. Vendor Appreciation Award may be granted to a vendor who has longevity in participation at Oklahoma Library Association conferences, made significant contributions to the support of the Association, and provided an outstanding level of service and support to Oklahoma libraries. This award is not necessarily presented every year.
- I. Ruth Brown Memorial Award.  
At each general Annual Meeting of the Association, one (1) or more Ruth Brown Memorial Awards may be granted to a social issue-oriented program implemented by or with a library or libraries. The award commemorates the courageous spirit of Ruth Brown (1891-1975), a former Bartlesville librarian and OLA president who fought for racial integration in public libraries but was fired for her efforts in 1950. This award is not necessarily presented every year.
- J. Special Meritorious Service Award.

At each general Annual Meeting of the Association, a Special Meritorious Service Award may be granted to individuals for leadership and/or service, and for whom the Distinguished Service Award is not appropriate. The purpose is to recognize service to the profession above and beyond regular duties over a significant period of time. The recipient of this award must be a current member of the Oklahoma Library Association. This award should not be considered in competition with, nor conflicting with, the Distinguished Service Award. This award is not necessarily presented every year.

K. Special Project Award.

At each general Annual Meeting of the Association, one (1) or more Special Project Awards may be granted to individuals who have made an outstanding contribution on one project for OLA or who have played a key role in a noteworthy library project in their local community. This award is appropriate for both librarians and non-librarians. This award is not necessarily presented every year.

L. Support Staff Person of the Year Award.

At each general Annual Meeting of the Association, one (1) or more Support Staff Person of the Year Award may be granted to an individual who has worked at least two (2) years in a library of any type in a supportive role and who does not have a master's degree in library or information science. OLA membership is required to win this award. This award is not necessarily presented every year.

### Section 3. Nominations.

Nominations for these awards shall be made to the Executive Board by the Awards/Scholarships Committee under conditions and terms of Article VI, Section 3 B of these Bylaws. Upon selection of a recipient or recipients for these awards, presentations will be made at the Annual Conference on behalf of the membership.

## Article XI. Archives

The Oklahoma State University Archives shall be the depository of minutes, papers, and archives of the Oklahoma Library Association. These papers shall be open for inspection at times, and they shall be lent to the President or to others with the approval of the Executive Board.

## Article XII. Publications

### Section 1. OLA Website.

The OLA website shall be the official publication for the Association. The President, in consultation with the Executive Board, shall appoint the Webmaster for two (2) years. The Webmaster shall be eligible for reappointment.

### Section 2. Other Publications.

Other official publications may be created by petitioning the Executive Board.

### Section 3. Archiving.

One (1) copy of each official print publication shall be retained by the Association's management company. An additional one (1) copy of each official print publication shall be deposited in the Oklahoma State University Archives.

### Article XIII. Oklahoma Library Association Handbook

An Oklahoma Library Association Handbook shall be written and maintained by the Governance Committee at the direction of the Executive Board with the cooperation of the committee chairs and the division and roundtable officers.

### Article XIV. Former Bylaws Voided

This document when approved supersedes any previous Bylaws completely, and all provisions and amendments thereof.

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