

## COLLEGE AND UNIVERSITY LIBRARIES ROUNDTABLE

### Bylaws

#### Article I.

**Section 1.** The name of this Roundtable shall be the College and University Libraries Roundtable (CULR) of the Tennessee Library Association (TLA)

**Section 2.** The Bylaws of this Roundtable shall not be in conflict with the TLA Bylaws.

#### Article II. Purpose

The purpose of this Roundtable shall be to promote the interests and needs of librarians and other personnel associated with college and university libraries in the State. The Roundtable acts in accordance with the ACRL Plan for Excellence, available at <http://www.ala.org/acrl/aboutacrl/strategicplan/stratplan>

#### Article III. Members

**Section 1.** Any person or organization engaged in or interested in library service who has paid current dues to TLA shall be eligible for membership in this Roundtable.

**Section 2.** No additional dues shall be required for members of this Roundtable if it is selected as the first choice. If chosen as an additional Roundtable, annual dues shall be \$2.00. (See TLA Bylaws, Article IV, Roundtable 5)

#### Article IV. Officers

**Section 1.** The officers of the College and University Libraries Roundtable of TLA shall be as follows: Chair and Vice-Chair. The officers shall perform the duties prescribed in the Bylaws.

**Section 2.** No members shall hold more than one office concurrently in this Roundtable, and no officer shall be eligible for election to two consecutive terms.

**Section 3.** All officers shall be members of TLA.

## Article V. Duties of Officers

**Section 1.** The duties of the Chair include the following:

- Preside at all meetings of the Roundtable;
- Appoint all committees of the Roundtable;
- Appoint and charge Nominating Committee to present slate of officers for election at the annual business meeting;
- Submit to the TLA Executive Committee an annual report of the Roundtable's activities during the year, including a financial statement;
- Represent the Roundtable at meetings of the TLA Board of Directors;
- Perform duties related to Roundtable's affiliation with the Association of College and Research Libraries (see Article X);
- Gather news of the Roundtable for publication in the TLA Newsletter, and send to the editor before the announced deadline;
- Write a report of all Roundtable meetings and give two copies to the Executive Director of TLA, one for TLA files and one for publication in the TLA Newsletter;
- Take charge of and account for Roundtable funds;
- Plant the program activity for the Roundtable.

**Section 2.** The Vice-Chair shall assume the duties of the Chair at the expiration of his/her term of office.

Duties of the Vice-Chair are as follows:

- Plan the program activity for the Roundtable;
- Act in the absence of the Chair and perform other duties requested by the Chair;
- In the event the office of Chair becomes vacant, the Vice-Chair shall become Chair for the unexpired term with the approval of the TLA Executive Committee;
- Perform duties related to the Roundtable's affiliation with ACRL (see Article X).

**Section 3.** Vacancies in offices other than the Chair shall be filled for the unexpired term by appointment of the Chair with the approval of the TLA Executive Committee.

**Section 4.** More specific information regarding duties and responsibilities of officers is included in the "General Instructions" of the TLA Manual of Procedures.

## Article VI. Nominations and Elections

**Section 1.** A committee to nominate candidates for Vice-Chair shall be appointed by the Chair. This Committee shall select at least one candidate for presentation at the business meeting of the Roundtable during the TLA Annual Conference. Consent of the nominees must be obtained prior to their nomination.

**Section 2.** Officers shall be elected during the Roundtable's business meeting during the TLA Annual Conference or by mail and/or electronic voting. Additional nominations may be made during the business meeting, provided consent of the nominee is obtained. All members of TLA affiliated with the Roundtable are eligible to vote. The officers shall be elected by a majority vote of the members present or voting. Terms of office shall run from July 1 – June 30. (See TLA Bylaws, Article V, Section 2)

## Article VII. Meetings

**Section 1.** Meetings of this Roundtable, including the business meeting, shall be held during the TLA Annual Conference and at any other time approved by the Executive Committee of this Roundtable.

**Section 2.** A special meeting may be called by the Executive Committee of the Roundtable with the approval of the TLA Executive Committee. The purpose, time, and place of the meeting shall be stated in the call, and the members shall be given at least 30 days notice prior to the meeting.

**Section 3.** A quorum shall consist of the total number of persons at the meeting.

## Article VIII. The Executive Committee

**Section 1.** The officers of the Roundtable shall constitute the Executive Committee

**Section 2.** The Executive Committee shall have general supervision of the affairs of the Roundtable between its meetings, make recommendations to the Roundtable, and shall perform such other duties as are specified in these Bylaws.

## Article IX. Committees

All committees of the Roundtable are appointed by the Chair and include the Nominating Committee, Program Committee, and others which are deemed to be in the best interest of the Roundtable or are needed to meet a specific charge.

## Article X. Affiliation with Other Associations

**Section 1.** The College and University Libraries Roundtable shall be a chapter of the Association of College and Research Libraries (ACRL), a division of the American Library Association (ALA), and Bylaws of both groups shall be in agreement.

**Section 2.** The College and University Libraries Roundtable may admit persons who are not members of ACRL; however, the Chair and Vice-Chair shall be members of ACRL and ALA.

**Section 3.** The Chair of the College and University Libraries Roundtable shall send a written report of its meetings to the Executive Secretary of ACRL within one month following the meeting.

**Section 4.** Affiliation with ACRL may be discontinued at the request of either ACRL or the College and University Libraries Roundtable, when the Roundtable becomes inactive, or when the Roundtable fails to comply with the provisions of the ACRL Constitution and Bylaws.

**Section 5.** The Chair shall appoint a member of the Roundtable to serve as delegate to the Chapters Council of the Association of College and Research libraries for a two-year term, beginning in July of the year of appointment. The Chair may serve in this capacity if a delegate is not selected.

## Article XI. Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order shall govern the Roundtable in all cases where they are applicable and in which they are not inconsistent with the TLA Bylaws, the ACRL Constitution and Bylaws, and any special rules of order the Roundtable may adopt.

## Article XII. Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Roundtable by a two-thirds vote provided that the amendment has been submitted in writing to the members at least 30 days before the meeting. If an amendment is to be submitted from the floor, it must be presented to the membership in writing prior to the meeting of the Roundtable.

Adopted February 7, 2020.