

TECHNICAL SERVICES ROUNDTABLE

CONSTITUTION AND BY LAWS

CONSTITUTION

- Article I. Name**
The name of this organization shall be the Tennessee Technical Services Roundtable.
- Article II. Object**
The object shall be to unite in one group Tennessee librarians and others interested in activities related to the acquisition, identification, cataloging, classification, and preservation of library materials, and to provide opportunity for the interchange of ideas and the discussion of problems.
- Article III. Membership**
Any person interested in the work of acquisitions, identification, cataloging, classification, and preservation of library materials may become a member of this group with a right to vote.
- Article IV. Officers**
The officers of the organization shall be a Chair, a Vice-Chair, who shall be the Chair-Elect, a Secretary, and a representative to the Council of Regional Groups of the Association for Library Collections and Technical Services of the American Library Association. Officers, with the exception of the CRG/ALCTS Representative are elected at the annual meeting. The Representative will be appointed by the Executive Committee.
- Article V. Executive Committee**
- Section 1.**
The Executive Committee shall consist of four members: the Chair, the Vice-Chair, the Secretary, and the Immediate Past Chair.
- Section 2.**
The Executive Committee shall transact the business of the organization in the interim between annual meetings.
- Section 3.**
The Executive Committee shall meet at the call of the Chair or of two members of the Executive Committee.
- Section 4.**
The Executive Committee shall have power to appoint, in case of a vacancy in any office, a member from the organization to fill the immediately unexpired term until the next regular election.
- Article VI. Meetings**
- Section 1.**
The regular meeting shall be held during the TLA Annual Conference.
- Section 2.**
Special meetings may be called by decision of the Executive Committee.
- Section 3.**
A majority of the Roundtable members shall constitute a quorum for a business meeting.

Article VII. Amendments

Section 1.

These article may be amended at any regular meeting of the organization when a quorum is present and shall require a two-thirds vote of the members present.

Section 2.

Notice of the proposed change shall be mailed to the members at least thirty days prior to the meeting at which a vote is to be taken on the proposed change.

Bylaws

Article I. Elections

Section 1.

The Chair, with the approval of the Executive Committee, shall appoint a Committee on Nominations, whose duty it shall be to prepare a slate of officers for the succeeding year.

Section 2.

The Committee shall present the names of candidates for each of the following offices: Vice-Chair and Secretary.

Section 3.

Consent of the nominees shall be obtained.

Article II. Officers

Section 1.

Term of office:

- All officers, with the exception of the CRG/ALCTS Representative, shall serve for one year or until the adjournment of the regular meeting at which their successors are chosen. If an annual meeting cannot be held, an election by mail shall be conducted not more than two (2) months after the normal time of the annual meeting.
- The Vice-Chair (Chair-Elect) shall serve for one year as Vice-Chair. At the expiration of this term, or in case of a vacancy in the office of Chair, he/she shall succeed to the office of Chair, and shall serve until the expiration of the term for which he/she was elected Chair.
- The Representative to the Council of Regional Groups of the Association for Library Collections and Technical Services of the American Library Association shall be appointed by the Executive Committee for a term of two (2) years, with the provision to be reappointed for a second term.

Section 2.

Duties of officers:

- The Chair shall plan the program with the help of the Executive Committee; preside at all meetings; approve disbursement; make committee appointments; represent the Roundtable at the TLA Board of Directors.
- The Vice-Chair shall, in the absence of the Chair, preside at all meetings.
- The Secretary shall keep and preserve the records of the meetings, maintain membership rolls, and handle the correspondence of the organization, subject to the direction of the Chair. Within a month after the meeting he/she shall send a report, with copies of the papers presented, to the Chair of the Council of Regional Groups, and a copy of the report to the Executive Secretary of the ALA Association for Library Collections and Technical Services.
- The CRG/ALCTS representative shall serve as a liaison to the national organization, expressing concerns of the local chapter and providing an avenue for exchange of ideas and information.

Article III. Amendments to *Bylaws*

Section 1.

Amendments to the *Bylaws* may be voted on only when a quorum is present and shall receive a majority vote of the members present.

Section 2.

Notices of the proposed change in the *Bylaws* shall be mailed to the membership at least thirty (30) days prior to the meeting at which a vote is to be taken on the proposed change.

Article IV. Parliamentary Authority

Robert's Rules of Order, latest revision, shall be the governing authority in any matter not specifically covered by the *Constitution and Bylaws*.

Article V. Affiliation

Section 1.

This Roundtable is an affiliate of the Council of Regional Groups, Association for Library Collections and Technical Services of the American Library Association.