

**ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES  
LOUISIANA CHAPTER  
BYLAWS**

(AS AMENDED NOVEMBER 2013)

**ARTICLE I – NAME**

The name of this organization shall be the Association of College and Research Libraries–Louisiana Chapter (henceforth, the “Chapter”), an affiliate of the national Association of College and Research Libraries (henceforth, the ACRL). The Chapter’s acronym for all official purposes will be ACRL–LA.

**ARTICLE II – PURPOSE**

The purpose of the Chapter shall be the advancement of common interests of the libraries and library staff in higher education and independent research libraries. The Chapter shall be operated as a nonprofit entity exclusively for this purpose.

**ARTICLE III – MEMBERSHIP AND DUES**

Section 1. Membership

- A. Term of Membership: The membership year shall be September 1 – August 31. Membership levels include: Full, Associate and Student.
  - 1. Full Membership: All current librarians, library and information science faculty, library paraprofessionals, information specialists, and archivists who are associated with a college or university in Louisiana are eligible to join by paying appropriate Chapter dues.
    - a. Individual ACRL national members residing in Louisiana or working in Louisiana libraries are automatically full members of the Chapter and are not required to pay Chapter dues so long as said ACRL members enable communications from ACRL Chapters or inquire about adding membership manually.
  - 2. Associate Membership: Persons who do not qualify as full members and are interested in academic and research libraries in Louisiana may become members at the associate level by paying appropriate Chapter dues.
  - 3. Student Membership: Students enrolled in library schools in Louisiana may join the Chapter by paying appropriate Chapter dues. Undergraduates and graduates in other fields who are interested in academic and research libraries and librarianship in Louisiana may also become student members.

- B. All members as described in Article III.Sec.A.1 shall each be entitled to any unpriced publications produced by the Chapter. Libraries and other institutions, organizations, and individuals may subscribe to the Chapter's fee-based publications without acquiring membership, at a rate of subscription to be determined by the Executive Board.

## Section 2. Dues

- A. Chapter dues shall be assessed annually, as approved by the Executive Board. The membership year shall be September 1 – August 31. Only full chapter members shall be eligible to hold elective office or committee appointment. All Chapter members shall be eligible to vote.
- B. Chapter program fees shall be assessed annually, as approved by the Executive Board.

## **ARTICLE IV – MEETINGS**

### Section 1. Frequency

The Chapter will meet annually. The Chapter may hold other meetings as necessary at the request of the President or through the majority vote of the Executive Board. The membership will be given at least 30 days written notice of any additional meetings specifying time, place, and purpose. The Chapter will hold an annual business meeting in the fall.

## **ARTICLE V – OFFICERS**

### Section 1. Officers

The officers shall be a President, a Vice President/President-Elect, a Past President, a Secretary, and a Treasurer. Officers must be professional librarians and members of the chapter.

### Section 2. Duties

- A. The President shall conduct meetings, submit the budget request and other reports to the national ACRL, appoint Chairs of Standing or Ad Hoc Committees, and Chapter Liaisons contingent, on the approval of the Executive Board of the Chapter. The President shall also share the responsibility with the Vice President/President-Elect for coordinating the development of workshops and programs. The President is the Chapter's official representative to the ACRL and serves as ex-officio member of all Chapter standing committees except the Membership and Elections Committee.
- B. The Vice President/President-Elect shall share the responsibility with the current President for coordinating the development of workshops and programs. Other responsibilities shall include conducting meetings in the President's absence, and appointing the Chair of the Membership and Elections Committee.

- C. The Secretary shall compile the official membership roster, do mailings, and take minutes at meetings.
- D. The Treasurer shall collect dues, create financial summaries to the Chapter when necessary, and make the financial report to the Chapter at the annual meeting.
- E. The Past President will coordinate all Ad Hoc Committees and will be those committees' chairs' liaison on the Executive Board. As such, the Past-President will gather all reports from Ad Hoc Committee chairs and will present those reports at Executive Board meetings.

### Section 3. Terms of Office

The membership of the Chapter shall elect the officers. The President, Vice President/President-Elect, Secretary, and Treasurer serve two-year terms. The term of Office for elective and appointive positions of the Chapter shall be from September 1 – August 31.

### Section 4. Vacancies

The Vice President/President-Elect shall fill any vacancy in the Presidency. In the event that the Vice President/President-Elect cannot assume the presidency, the President shall suggest to the Executive Board the Secretary and/or Treasurer or an acting replacement(s). The Executive Board shall appoint interim replacements for any other vacant offices. In the event that a member of the Executive Board cannot complete a term, the President shall recommend to the Executive Board an interim successor until the next election occurs.

## **ARTICLE VI – EXECUTIVE BOARD**

Members of the Executive Board shall consist of the Officers of the Chapter, the Past President of the Chapter, Chairperson(s) of the Standing Committees, the Chapter's Web Administrator, and the Chapter's Journal Editor. The Web Administrator and Journal Editor will be appointed by the Chapter's Officers and will serve at the behest of its Officers.

All members of the Executive Board shall be voting members. The Executive Board shall meet at least twice a year.

## **ARTICLE VII – STANDING AND SPECIAL COMMITTEES**

### Section 1. Standing Committees.

The President, with the approval of the Executive Board, shall appoint Standing Committees and their Chairpersons. Standing Committees are as follows:

- A. Bylaws. This Committee shall be responsible for proposing amendments to the Chapter's Bylaws. It shall consist of at least three members, one of whom serves as Chair.

- B. Membership and Elections. This Committee shall recruit potential members, as well as solicit officer nominations from the current membership, prepare the slate of nominees, and conduct elections. It shall have at least three members, with one member serving as Chair.
- C. Awards. This Committee shall present award possibilities to the Executive Board for approval. This Committee will also be responsible for determining winners of all Chapter awards and for presenting those awards. It will consist of at least three members, one of whom serves as Chair.

## Section 2. Ad Hoc Committees

The Executive Board shall create Ad Hoc Committees and appoint their Chairs in order to better carry on the work of the Chapter. Committee Chairs of AdHoc Committees report directly to the Past-President.

## Section 3. Terms of Office

Chairs of Standing Committees shall serve for two years, concurrent with the term of the President. Members of Standing Committees are appointed by the Chairs and need not be ACRL members. Committee Chairs shall submit to the President a written annual report, which will then be disseminated to the Executive Board and the Chapter membership.

# **ARTICLE VIII – CHAPTER LIAISONS**

## Section 1. LLA Liaison

The President, with the approval of the Executive Board, shall appoint a full member to act as a Liaison with the Louisiana Library Association. The duties of the LLA Liaison shall be to plan and coordinate jointly sponsored activities and programs and to facilitate communication between the two organizations. The LLA Liaison shall also be a member of the LLA.

## Section 2. Optional Liaisons

Should members express written interest to the Executive Board, The President, with the approval of the Executive Board, shall appoint a member to act as a Legislative Liaison for the Association. The duty of the Legislative Liaison shall be to keep membership aware of current legislation pertinent to the profession. Should student members express written interest to the President, the President, with the approval of the Executive Board, shall appoint a SLIS student to act as a Liaison between SLIS and ACRL–LA. The duties of the SLIS Liaison shall be to attend Executive Board meetings when possible, and to inform Louisiana State University library and information science students of ACRL–LA activities and programs, and to encourage student membership.

## **ARTICLE IX – MEMBERSHIP AND ELECTIONS**

### **Section 1. The Membership and Elections Committee**

The Membership and Elections Committee shall present candidates for the positions of Vice President/President–Elect, Secretary, and Treasurer. The Committee shall submit the slate of candidates to the Executive Board at least 90 days prior to the installation of new officers. Additional candidates may also be nominated through a petition bearing the signatures of at least ten chapter members. Candidates must file such petitions at least 60 days prior to the installation of new officers.

### **Section 2. Selection of Candidates**

The Committee shall endeavor to present at least two candidates for each Office filled and shall also provide on the ballot a space for write–in candidates.

### **Section 3. Conducting Elections**

The Committee shall conduct elections through a ballot on the Chapter’s website, posted 60 days to the installation of new officers. Information about the candidates shall be posted on the website two weeks after nominations have ceased. To be counted, members must vote by the midnight following the posted election deadline on the website.

### **Section 4. Voting**

All personal members of the Chapter are eligible to one vote.

### **Section 5. Calculating Election Results**

A simple majority shall decide the winner in the election. In case of a tie, the Executive Board shall vote on a candidate. The Committee shall provide a written notice of those elected.

## **ARTICLE X – AMENDMENTS**

All proposals for amending the Bylaws shall be referred to the Bylaws Committee Chair. Written notice of the text of the amendment shall be provided to full members at least one month before consideration. All proposed emendations to the Bylaws must be approved by a majority vote of the members at either the annual meeting or via the Chapter’s website.

## **ARTICLE XI – OFFICIAL PUBLICATIONS**

The Chapter will produce a website, and any other publications deemed necessary or beneficial by the Executive Board. The Website Administrator will also serve as the Chapter’s Archivist, using the website as a repository.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (revised), in the latest edition, shall govern all meetings of the Chapter, Executive Board, and committees, where these rules are applicable and not inconsistent with these Bylaws.

Revised: 1982

Reviewed: 1984

Revised: 1997

Revised: 2001

Revised: 2007

Revised: 2008

Revised: 2009

Revised: 2010

Revised: 2013