

Georgia Library Association

HANDBOOK

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Introduction

The handbook exists to make it easier for GLA members to get things done in and through our organization. Please contact the Handbook Committee if you know of any changes that need to be made, or if you see any errors. Remember that changes in bylaws and constitutions usually have a prescribed procedure for approval within each subgroup. We are committed to keeping this publication up to date, and we appreciate your input.

Active Affiliation with Other Organizations

American Library Association

The Georgia Library Association is a chapter of the American Library Association.

ALA Councilor: An ALA Councilor is elected by the Georgia Library Association in accordance with the ALA Constitution (Article IV, Section 2).

The Councilor is elected for a three-year term, beginning with the 1967 Conference. (See section on Executive Board.)

Southeastern Library Association

Executive Board (Georgia member): The Georgia Library Association is entitled to one representative on the SELA Council. The SELA Councilor from Georgia is nominated and elected according to the Constitution and By-laws of SELA. (See section on Executive Board.)

GLA Reporter for The Southeastern Librarian is selected by the Executive Board according to SELA regulations. For a list of past Reporters, see Appendix 3.

State Board for the Certification of Librarians

The General Assembly of Georgia, at its regular 1937 session, passed a law providing for the certification of librarians in Georgia. During regular sunset review, the Board for the Certification of Librarians was continued under Georgia Code, Annotated, §43-24-1-6 (1982). For a list of former Board members, see Appendix 3. Part of the law is quoted as follows:

43-24-2. Creation of board; members.

(a) The State Board for the Certification of Librarians is created, to consist of six persons as follows:

(1) Three librarians certified under this chapter, including one public librarian, one special librarian, and one other currently practicing librarian, and one person who shall be a trustee of a public library;

(2) A member to be appointed from the public at large who shall have no connection whatsoever with the library profession; and

(3) The director of public library services of the Board of Regents of the University System of Georgia.

(b) The members referred to in paragraphs (1) and (2) of subsection (a) of this Code section shall be appointed by the Governor and shall be confirmed by the Senate.

(c) The terms of the five members appointed pursuant to paragraphs (1) and (2) of subsection (a) of this Code section shall be five years. The term of the director of public library services of the Board of Regents of the University System of Georgia shall be coextensive with the term of office of this position.

(d) Members of the board shall be reimbursed as provided for in subsection (f) of Code Section 43-1-2.

(e) If there is a vacancy on the board, the Governor shall appoint a member to serve the unexpired term. (Georgia L. 1937, p.245 Secs. 1,2; Georgia L. 1978, p.918, Sec. 1; Georgia L. 1980, p.1075 Sec. 1; Georgia L. 1982, p.1493 Secs. 1,6.) 43-24-4.
Requirement as to employment of certified librarians by state operated libraries;
withholding of public funds from noncomplying libraries.

§43-24-4

Any public library serving a political subdivision or subdivisions having a population of over 5,000 according to the United States decennial census of 1970 or any future such census and every library operated by the state or its authority, including libraries of institutions of higher learning, shall not employ in the position of librarian a person who does not hold a librarian's certificate issued by the board. No public funds shall be paid to any library failing to comply with this chapter, provided that nothing in this chapter shall apply to law libraries of counties and municipalities, to libraries of public elementary and high schools, or to libraries of the University System of Georgia. (Georgia L. 1937, p.245, Sec. 4; Georgia L. 1982, p.1493, 3, 7.)

Constitution / Bylaws – Georgia Library Association

Constitution

Adopted at Atlanta, Georgia, April 22, 1949

(Including revisions adopted at Savannah, Georgia, November 7, 1957; Jekyll Island, Georgia, October 26, 1961; Augusta, Georgia, November 6, 1965; Jekyll Island, Georgia, November 2, 1967; Atlanta, Georgia, October 30, 1969; Jekyll Island, Georgia, October 28, 1971; Savannah, Georgia, October 26, 1973; Atlanta, Georgia, October 23, 1975; Jekyll Island, Georgia, October 29, 1977; Savannah, Georgia, October 25, 1979; Atlanta, Georgia, October 30, 1981; Jekyll Island, Georgia, October 28, 1983; Atlanta, Georgia, March 30, 1984; Augusta, Georgia, October 26, 1985; Columbus, Georgia, October 23, 1987; and Savannah, Georgia, October 24, 1991; Augusta, Georgia, October 15, 1994; Athens, Georgia, October 9, 2002; and Jekyll Island, Georgia, October 22, 2003.)

ARTICLE I. Name

Section 1. This organization shall be called the Georgia Library Association.

ARTICLE II. Objectives

Section 1. The objectives of this Association shall be:

- a. To develop an understanding of the place that libraries should take in advancing the educational, cultural, and economic life of the state.
- b. To promote the expansion and improvement of library service.
- c. To stimulate activities toward these ends.

ARTICLE III. Membership

Section 1. Qualifications.

Membership in the Association shall be open to persons engaged in library work and others interested in the objectives of the Association. They shall become members upon payment of dues.

Section 2. Types.

The Association provides several types of membership as follows:

- a. Regular - librarian/media specialist or library/media administrator.
- b. Paraprofessional - library or media center support staff.
- c. Student/Non-Salaried - library science or media student, library volunteer, or student assistant.

- d. Trustee/Friend - library trustee, library board member, or friend of the library.
- e. Retired - retired member.
- f. Supporting - membership which includes a donation to the Association.
- g. Sustaining - membership which includes a donation to the Association.
- h. Benefactor - membership which includes a donation to the Association.
- i. Organizational (non-profit) - library, media center, or other non-profit organization. Membership is for the organization and doesn't include membership benefits for individual employees.
- j. Corporate - corporation or for-profit organization. Membership is for the corporation and doesn't include membership benefits for individual employees.
- k. Honorary - a one-year membership bestowed to certain award winners.
- l. Life membership for retired members - an honorary membership bestowed by the Awards Committee to nominees that have contributed significantly to the work of the Association.

ARTICLE IV. Divisions, Sections and Interest Groups of the Georgia Library Association

Section 1. Divisions

The following are recognized as Divisions of the Georgia Library Association:

- a. Academic Library Division
- b. Georgia Library Trustees, Friends and Advocates Association
- c. New Members Round Table
- d. Paraprofessional Division
- e. Public Library Division
- f. School Library Media Division
- g. Special Libraries and Information Services Division

Section 2. Sections

Any division of the Association may form sections which meet the needs of groups within that division.

Section 3. Interest Groups

An interest group may be formed from the membership to promote fields of interest not directly addressed by one of the divisions.

Section 4. Constitutional Authority of Divisions and Interest Groups.

- a. Each division shall have and shall operate under a constitution and bylaws, two copies of which must be filed with the Association's Administrative Services Coordinator. No article or section of such constitution or bylaws may conflict with the Constitution or Bylaws of the Association.
- b. Each section, the Interest Group Council, and each interest group may have and may operate under a constitution and bylaws, two copies of which must be filed with the Association's Administrative Services Coordinator. No article or section of such constitution or bylaws may conflict with the Constitution or Bylaws of the Association.

Section 5. New Divisions

A new division may be established in the following manner:

- a. Submission to the Executive Board of a petition to establish such division signed by 35% of the members of the Association.
- b. Approval of such petition by the Executive Board.
- c. Approval of the proposed new division by two-thirds of the members present at a general business meeting of the Association.

Section 6. New Sections

A new section may be established in the following manner:

- a. Submission to the division's officers of a petition to establish such section signed by 20% of the members of that division.
- b. Approval of such petition by the officers of that division.
- c. Approval of the proposed new section voted by a majority of the membership of the division at a business meeting of that division.
- d. Approval of the Executive Board.

Section 7. New Interest Groups

A new interest group may be established in the following manner:

- a. Submission to the Interest Group Council of a petition containing the following:
 1. A statement of purpose.
 2. A statement of criteria for membership.
 3. A list of signatures of charter members.
- b. Approval of such petition by the Interest Group Council.
- c. Approval of the proposed new interest group by the Executive Committee of the Association.

Section 8. Dissolution of Divisions, Sections, and Interest Groups

- a. A division may be dissolved on a petition to the Executive Board from the majority of the active members of such division.
- b. A section may be dissolved on a petition to the division from the majority of the active members of such section with the approval of the division and of the Executive Board.
- c. Each interest group must declare itself active to the chair of the Interest Group Council prior to the first general session of each annual conference, or it shall be considered in dissolution.

ARTICLE V OFFICERS, EXECUTIVE BOARD, AND EXECUTIVE COMMITTEE

Section 1. Officers

- a. Only individual members of the Association shall have the right to hold office.
- b. The elected officers of the Association shall be a President, a First Vice-President/ President-Elect, a Second Vice-President/Membership Chair, Secretary, and a Treasurer.
- c. The President, First Vice-President/President-Elect, Second Vice-President/Membership Chair and Secretary shall be elected according to the Bylaws before each annual meeting of the Association and shall continue in office for one year or until their successors are elected. Election shall be by secret ballot in accordance with the Bylaws.
- d. The Treasurer shall be elected according to the Bylaws every three years before the annual meeting of the Association and shall continue in office for three years or until his or her successor is elected. Election shall be by secret ballot in accordance with the Bylaws.

These officers constitute the Executive Committee

Section 2. Executive Board

The elected officers of the Association, the chair of each division of the Association, the chair and vice-chair of the Interest Group Council, the ALA councilor, and the SELA Representative are voting members of the Executive Board.

The immediate past president, the chair of the Handbook Committee, the chair of the Constitution and Bylaws Committee, the parliamentarian, the advisor to the president, the head of the Georgia Public Library Service program and the editor of the official organ of the Association are non-voting members of the Executive Board.

Section 3. Vacancies in Office

- a. The First Vice-President/President-Elect shall assume the office of the President should a vacancy occur.

- b. The Second Vice-President shall assume the office of the First Vice-President/President Elect should a vacancy occur.
- c. The President with the advice and consent of the Executive Board shall make appointments to fill vacancies in other elected offices of the Association until the next regularly scheduled election.

ARTICLE VI. Chapter in the American Library Association

Section 1. ALA Councilor

The Association shall be a chapter of the American Library Association and shall elect a representative to serve on the ALA Council. This Councilor shall serve as a voting member of the Executive Board of the Georgia Library Association.

Section 2. Nomination

The Nominating Committee shall present the nominee(s) for Councilor every three years along with its regular slate of officers commensurate with the American Library Association's constitution and bylaws. This provision shall become effective upon the expiration of the current term of ALA Councilor.

ARTICLE VII. Member of the Southeastern Library Association

Section 1. SELA Board Member

The Association shall be a member of the Southeastern Library Association and shall elect a Representative to serve on the SELA Executive Board in compliance with the SELA constitution. This representative shall serve as a voting member of the Executive Board of the Georgia Library Association.

Section 2. Nomination

The Nominating Committee shall every four years present the nominee(s) for Representative along with its regular slate of officers commensurate with the Southeastern Library Association constitution and bylaws. Only members of the Georgia Library Association who are members of the Southeastern Library Association may vote for this office.

ARTICLE VIII. Meetings

Section 1. Meetings of the Association shall be held annually.

Section 2. Special meetings of the Association may be called by the President with the advice and consent of the Executive Board upon thirty days written notice, and only business mentioned in the call shall be transacted at such meetings.

Section 3. The Executive Board meets on call of the President or by a petition of a quorum of the Board.

ARTICLE IX. Quorum

Section 1. One tenth of the membership of the Association shall constitute a quorum.

Section 2. Seven members of the Executive Board shall constitute a quorum of the Board.

ARTICLE X. Amendments

Section 1. Constitution

This Constitution may be amended by two-thirds vote of those present at any business meeting of the Association, notice of the proposed change having been given at least 30 days in advance of the meeting. Notwithstanding any other provisions of the Constitution and Bylaws, Divisions and Interest Groups may change the name of their organization with the consent of a majority of the Executive Board. This name change will automatically be incorporated into the Georgia Library Association Constitution and Bylaws upon ratification by the Board.

Section 2. Bylaws

Bylaws may be adopted, amended or repealed at any business meeting of the Association by a majority vote.

ARTICLE XI. Parliamentary Authority

Section 1. Rules

The rules contained in Robert's Rules of Order, the latest edition, shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, the Bylaws, or special rules of order of the Association.

Section 2. Parliamentarian

A parliamentarian shall be appointed annually by the President, with the advice and consent of the Executive Board, to serve at each business meeting of the Association.

Bylaws

ARTICLE I. Dues

Section 1. Association Dues

Dues are payable annually upon the receipt of notice from the Administrative Services Coordinator. The amount for dues shall be determined by a recommendation from the Executive Board upon the approval of the membership. Basic dues will entitle an individual to membership in the Association and four divisions and/or interest groups. The Executive Board shall determine the need for a registration fee at meetings and shall set the amount of the fee for the same.

Section 2. Division and Interest Groups Dues

Dues for each division and interest group beyond the four allowed will be 20% of the regular membership dues.

ARTICLE II. Nomination and Election of Officers

Section 1. Nominations

The President, with the approval of the Executive Board, shall appoint a Nominating Committee composed of a Chair or Co-Chairs and four other members representing public libraries, school media centers, college and university libraries, and special libraries. Pursuant to guidelines approved by the Executive Board, the Nominating Committee shall prepare a slate of candidates for each office for presentation to the membership. Not more than two names may be submitted by the Committee for each office on the slate, specified in Article V. See also Article V regarding ALA Councilor and Article VII regarding the SELA Representative. The Committee's slate of candidates shall be published annually in the official organ, and/or through a direct mailing to membership. Additional nominees may be submitted to the Nominating Committee via petitions containing a minimum of 10 percent of the membership if submitted by August 10, following the publication of the slate.

Section 2. Election

- a. Election ballots shall be mailed to the membership by September 1.
- b. A majority of the votes cast by September 20 shall constitute an election for each office.
- c. Terms for all officers other than the Treasurer, ALA Councilor, and SELA Representative shall begin January 1 of the year following the election and end December 31 of that year. The term of office for the Treasurer shall begin on January 1 of the year following his or her election and shall run for three years ending on December 31 of the third year. The terms of the ALA Councilor and the SELA Representative shall begin and end as set out in the constitutions and bylaws of the American Library Association and the Southeastern Library Association.

Section 3. Interest Group Council

The Interest Group Council, composed of the incoming chair of the various interest groups, will meet annually at the regularly scheduled conference of the Association and elect from among the interest group membership a chair and vice-chair who will preside over any Interest Group Council meetings, and who will serve for a one year term coinciding with that for the Association's elected officers. The chair and vice-chair shall be voting members of the Executive Board and shall represent their constituent groups on that Board. In the event of unscheduled vacancies in these two positions, the Interest Group Council will meet at a called meeting of the Interest Group Council in order to select these officers to complete the term. The call will emanate from the President of the Association.

ARTICLE III. Administrative Services Coordinator

Section 1. Appointment and Responsibility

An Administrative Services Coordinator shall be appointed by the President with the advice and consent of the Executive Board. The Administrative Services Coordinator is responsible to the President and to the Executive Board.

Section 2.

The Administrative Services Coordinator shall maintain an office for the transaction of Association business, membership records, and other duties as directed by the President.

ARTICLE IV. Duties of Officers and Executive Board

Section 1. Officers

- a. The duties of the President shall be such as are implied by his or her title, except as modified by the Bylaws. He or she shall serve as Ex-officio member of all committees except the Nominating Committee.
- b. The First Vice President and President-Elect shall assume the duties of the President in his or her absence and shall serve as Chair of the Conference Committee.
- c. The Second Vice President shall assume the duties of the First Vice President in his or her absence and serve as Chair of the Membership Committee.
- d. The Recording Secretary shall take minutes of all sessions of the Association and all Executive Board Meetings.
- e. The Treasurer shall handle the Association's funds, keeping itemized records of receipts and expenditures. He or she shall pay accounts due after the annual conference, turning over the unexpended balance to the incoming Treasurer.

Section 2. Executive Board

It shall be the duty of the Executive Board to carry on the business of the Association between business meetings and to perform the special duties as hereinafter specified.

Section 3. Executive Committee

The Executive Committee is empowered to conduct the routine affairs of the Association between meetings of the Executive Board.

Section 4. Records

All officers shall transmit to the newly elected officers all records and funds at the close of the annual meeting or within thirty days after this meeting.

ARTICLE V. Committees

Section 1. Standing Committees

There shall be the following standing committees appointed by the President with the approval of the Executive Board. When conditions require such action, the Executive Board may discontinue any standing committee, subject to approval by the membership.

- Auditing Committee
- Awards Committee
- Conference Committee
- Conference Site Selection Committee
- Constitution and Bylaws Committee
- Governmental Relations Committee
- Handbook Committee
- Membership Committee
- Nominating Committee
- Publicity Committee
- Records Committee
- Scholarship Committee
- Student Assistants Committee

Section 2. Terms of Office

The chair and all members of standing committees shall serve during the year for which they are appointed. They may be reappointed for a second term, but not for a third consecutive term.

Section 3. Special Committees

The President may at any time appoint other committees as needed for any special work of the Association.

ARTICLE VI. Publications

Section 1. Official Organ

The Association shall issue an official organ and other publications from time to time. The name of the official organ and any changes in the name, shall be recommended

by its editorial board, subject to final approval of the Executive Board of the Association. The official organ shall be published periodically as determined by its editorial board and the Executive Board of the Association.

Section 2. Editorial Board

- a. There shall be an editorial board composed of representatives of each type of library in the Academic, Public, School, Special and Information Services Divisions.
- b. The Chair of the Editorial Board shall be appointed by the President with approval of the Executive Board and shall serve as editor of the official organ of the Association.
- c. Members of the Editorial Board shall be appointed by the President upon recommendation of the Chair of the Editorial Board with the approval of the Executive Board.
- d. The terms of the Chair and members of the Editorial Board shall be at the discretion of the Executive Board, except that the entire Board shall serve until the next issue of the official organ following the annual conference has been printed.

ARTICLE VII. Expenditures

Section 1. Budget Committee

A Budget Committee chaired by the Immediate Past President shall be appointed at the time of the change of officers by the incoming President from the membership of the Executive Board subject to the approval of the Board, to prepare the annual budget. This budget shall be submitted to the Executive Board for approval.

Section 2. Travel Expenses

The Executive Board is authorized to approve traveling expenses of the President or his or her representative on official business of the Association up to whatever amount is needed, provided that sufficient monies to cover all outstanding bills plus \$50.00 remain in the treasury at all times.

Section 3. Payment of Bills

The President or one designated member of the Executive Board shall authorize the payment of all bills by the Treasurer.

Section 4. Auditing Committee

An Auditing Committee shall be appointed by the Executive Board annually. All expenditures are to be accounted for in detail and accounts audited within sixty days (60 days) after the annual meeting. Additional audits may be requested by the Executive Board if the need arises.

Section 5. Bonding

The office of the Treasurer and Administrative Services Coordinator shall be bonded as specified by the Executive Board.

Executive Board

I. DESCRIPTION

A. Personnel

1. The Executive Board shall be composed of the following voting members:

- a. President
- b. First Vice-President/President-Elect
- c. Second Vice-President/Membership Chair
- d. Secretary
- e. Treasurer
- f. Chairs of all Divisions
- g. ALA Councilor
- h. SELA Executive Board (Georgia member)
- i. Chair and Vice-Chair of the Interest Group Council

2. The Executive Board shall also seat the following non-voting members:

- a. Immediate Past President
- b. Editor of The Georgia Library Quarterly
- c. Administrative Services Coordinator
- d. Parliamentarian
- e. Chair of the Handbook Committee

Any section chair, any committee chair, any GLA member, or any person who has business with the Board, may be invited to attend Executive Board meetings after initiating a request to the President.

B. Meetings

The Executive Board generally meets six times a year. The first immediately following COMO; the second after the Leadership Conference; the third and fourth in the Spring with one of these meetings being held on or near Legislative Day; the fifth meeting is in mid-summer; the sixth meeting occurs at the beginning of COMO.

Other meetings may be called at the time and place indicated by the President. Seven voting members of the Executive Board shall constitute a quorum of the Board.

C. Powers and Duties

1. Administer the business of the Association and act for the Association between meetings.
2. Advise the President in appointment of committees.
3. Act in advisory capacity to the President in determining current and long range plans and policies.

4. Cooperate with ALA and other state and regional associations on matters of mutual interest or benefit.
5. Advise the GLA representatives to the ALA Council and the SELA Executive Board on measures of concern to the Association.
6. Fill all vacancies which may occur among officers of the Association between Conferences.
7. Select a vendor to provide for the Associations administrative services and to negotiate a contract with this vendor.
8. Recommend changes in the By-laws.
9. Nominate honorary members.
10. Approve applications for formation of Divisions, Interest Groups and Sections.

D. General Duties

1. Attend all regular and called meetings of the Association and Executive Board.
2. Maintain all records of the office.
3. Keep the President informed. To prepare all reports in triplicate, submitting one copy to the President, one to the Chair of the Records Committee, and one for the unit's files.
4. Transmit to the newly elected officers all records and funds at the close of the annual conference or within sixty days (the Treasurer is allowed ninety days).
5. Participate in general conference planning. (For duties of individual officers, see appropriate sections of "GLA Conference Procedures").

II. VOTING MEMBERS – GENERAL DUTIES

A. President

Power and duties - To perform such duties as are implied by the title (By-laws, Article IV, Section 1-a)

1. Preside at all meetings of the Association and Executive Board.
2. Direct the entire program of the Association:
 - a. Represent the Association in all official capacities.
 - b. Speak for the Association on all established policies.
 - c. Act as liaison officer between the Association and other official bodies.

- d. Coordinate the work of all officers, Divisions, Interest Groups, Sections and Committees.
3. Approve the disbursement of monies by the Treasurer.
 4. Appoint, subject to approval by the Executive Board, members of all standing and special committees, and notify them of their appointments and duties.
 5. Act as Chair of the Executive Board:
 - a. Call meetings between sessions of the annual Conference.
 - b. Arrange for facilities for such meetings.
 - c. Prepare agenda for meetings.
 - d. Call Executive Board meetings at the beginning and close of COMO. Serve on the Board as the Immediate Past President for the year following term of office as President.
 6. Write a message for each issue of The Georgia Library Quarterly.
 7. Send duplicates of all major correspondence to the Chair of the Records Committee. (Copy of unofficial handbook of suggested routine duties is kept in President's files.)
 8. Serve on the steering committee for COMO.

B. First Vice-President and President Elect

Duties - To perform such duties as implied by the title.

1. Serve as a member of the Executive Board.
2. Preside in the absence of the President, or upon request of the President when present.
3. Assume the office of the President if that office becomes vacant.
4. Serve on the steering committee for COMO, in close consultation with President and other members of the Executive Board.
5. Assume office as First Vice-President beginning in January of the calendar year following the COMO Conference at which elected, and assume office of President the second January following election.
6. Prepare a tentative list of committee appointments in advance of the first Executive Board meeting of the new biennium, so that committees may be approved by the Board, as far as possible.
7. Serve as a member of the Handbook Committee.

C. Second Vice-President

Duties - To perform such duties as implied by the title.

1. Serve as a member of the Executive Board.
2. Assume duties in the absence of the First Vice-President.
3. Serve as Chair of the Membership Committee and work closely with Administrative Services Coordinator.

D. Recording Secretary

Duties - To perform such duties as implied by the title.

1. Serve as a member of the Executive Board
2. Record minutes of all sessions of the Association.
3. Record the minutes of all Executive Board Meetings.

E. Treasurer

Duties - To perform such duties as implied by the title.

1. Serve as a member of the Executive Board.
2. Report on the amount of money in the treasury at meetings.
3. Keep accurate records of all financial transactions.
4. Serve as a member of the Budget Committee.
5. Disburse the monies of the Association upon the approval of the President or the Administrative Services Coordinator.
6. Prepare an annual report.
7. Submit the accounts to the Auditing Committee at the end of each calendar year during the term of office. The account should be prepared for audit and submitted no later than 60 days after the end of the calendar year.
8. Surrender the financial records and books to the newly elected Treasurer as soon as possible but not to exceed ninety days after the Biennial Conference.
9. Purchase interest-bearing bonds or certificates at his/her discretion. These bonds or certificates must be federally insured or guaranteed.
10. Keep accurate records of all financial transactions of designated reserve accounts of units within the Association.

11. Files the Association's federal and state financial reports, including State and Federal tax returns as well as any forms required to maintain the Associations tax exempt status.

F. Division Chairs

The Chairs of the seven Divisions serve as voting members of the Executive Board. (For descriptions and list of officers, see section on Divisions.)

G. ALA Councilor

Prior to 1967, when Roxanna Austin was elected Chapter Councilor of the American Library Association, Miss Lucile Nix, Miss Virginia McJenkin and Miss Sarah Jones had served on the ALA Council. ALA By-laws, Article IV, Section 2 authorize each state chapter of ALA to elect one Councilor, who serves a three year term. The GLA Constitution provides that the Association shall be a Chapter of the American Library Association and shall elect a representative to serve on the ALA Council (Chapter Councilor), who shall also serve as a member of the Executive Board of the Georgia Library Association. The Councilor shall be elected only by the ALA members of GLA for a three year term. The Nominating Committee shall present this nominee along with its regular slate of officers at the three year interval. (Constitution Art. VI, Sec. 1-2.)

Duties:

1. Represent GLA at council meetings of ALA.
2. Consider questions submitted through ALA mailings and at Council meetings in the light of the best interest of the State as a whole; report controversial matters to the Executive Board of GLA at its next meeting.
3. Attend and participate in meetings of the Executive Board of GLA in order to represent the interests of the Association at ALA Council meetings.
4. Write the annual article on library activity in the state of Georgia for publication in the ALA Year Book.

H. SELA Executive Board (Georgia Member)

The Georgia Library Association is entitled to one representative on the SELA Executive Board, who is nominated and elected according to the Constitution and By-laws of SELA.

Constitution Article IV, Section III and Bylaws Article IV, Section IV, specify that "The Executive Board of the Association shall consist of the Officers of the Association, the Immediate Past President of the Association, one (1) elected representative from each constituent state library association, and the chairman of each Section and Roundtable of the Association." The SELA Bylaws, Article IV, Section IV, parts 2 and 3, cover the election and term of these representatives.

In October, 1975, the GLA Constitution was officially revised (Article VII) to cover the SELA Board member. Changes provide that GLA handle such elections when a vacancy occurs in the office of a representative, the Executive Board of that State

library association shall designate a replacement until the next scheduled election for that state. The Southeastern Library Association was founded in 1920 and the first Georgia Library Association member of the SELA Executive Board according to known records was elected in 1950.

Duties:

1. Represent GLA at all Executive Board Meetings of SELA.
2. Attend and participate in meetings of the Executive Board of GLA and bring reports on the work of SELA.

I. Interest Group Council Chair

Duties:

1. Call and preside at meetings of the Council.
2. Represent the Council and individual Interest Groups at Executive Board meetings.
3. Coordinate conference program plans for the Interest Groups

J. Interest Group Council Vice-Chair

Duties:

1. Serve as a member of the Executive Board.
2. Represent the opinions of the various interest groups to the Executive Board.
3. Make recommendations on the formation of new Interest Groups to the Executive Board.

III. Non-Voting Members – General Duties

A. Immediate Past President

The Immediate Past President serves as a non-voting member of the Executive Board in the year immediately following his/her term as President. The Immediate Past President also serves as chair of the Budget Committee.

General Duties:

1. Attend all regular and called meetings of the Association and Executive Board.
2. Maintain all records of the office.
3. Keep the president informed. To prepare all reports minimally in triplicate, submitting one copy to the President, one to the Administrative Services Coordinator, and one for the unit's files.

4. Transmit to the newly elected officers all records and funds at the close of the annual conference or within sixty days (the Treasurer is allowed ninety days).
5. Participate in general conference planning. (For duties of individual officers, see appropriate section of "GLA Conference Procedures").

B. Editor of The Georgia Library Quarterly

The Editor of The Georgia Library Quarterly serves as a non-voting member of the Executive Board. (By-laws, Art. VI, Sec. 2-b)

IV. Other Attendees

Administrative Services Coordinator

The Administrative Services Coordinator is an individual or company that is contracted by the Executive Board to meet the Associations administrative needs. The duties of the Administrative Services Coordinator may vary depending on the details of the contract but will usually include the following:

1. Membership
 - a. Sends dues notices to membership each year as specified in the vendor's contract.
 - b. Collects, properly credits, and deposits all checks and issues membership cards.
 - c. Holds special membership drives as deemed necessary.
 - d. Maintains a database of the membership.
 - e. Handles all changes of addresses, complaints, and correspondence relating to the affairs of the Association.
 - f. Works closely with the Membership Committee.
2. The Georgia Library Quarterly
 - a. Prepares and sends mailing labels to the Editor.
 - b. Receives monies from subscriptions, royalties, and advertisers and deposit them to the GLA account.
 - c. Maintains and furnishes back issues of GLQ in conjunction with the GLQ Editor.
3. COMO Conference

Attends the COMO Conference at the Association's expense.

4. Minutes

Distributes the minutes of the general sessions of the conference, as well as those of the workshops, special meetings, and Executive Board meetings.

5. Printing

Prints membership cards, application cards and envelopes, the Association stationery and any special printing jobs (e.g. membership lists).

6. Hubbard Scholarship Fund

Assists with notification of interested parties and is responsible for listing, acknowledging and depositing checks. Forwards information requests and contributor information to the Hubbard Scholarship Committee chair.

7. Conducts the official correspondence of the Association.

8. Maintains a post office box in the name of the Association and picks up mail regularly.

9. Arranges for location, registration and coordination of Association meetings, including but not limited to the annual Leadership Conference. Fees for registration and meals for these functions are paid in advance to the Administrative Services Coordinator.

10. Prepares and distributes the roster of committees - chairs and members - including names and addresses.

11. Other responsibilities:

a. To the President: Provides the President with copies of the important correspondence, and assists the President in any way possible.

b. To the Executive Board Members: Keeps the Board informed and assists in any special project when asked.

c. To the Treasurer: Sends bills to the Treasurer for expenses relative to the operation of GLA and Association expenses. Sends a copy of all bank deposits to the Treasurer.

d. To the Division, Section, and Interest Group Chairs: Furnishes a listing of each unit's membership as secured from the Association membership database.

e. Prepares and distributes roster, including names, addresses, and phone numbers of Executive Board members.

B. Parliamentarian

Duties:

1. Advise the presiding officer on questions of parliamentary procedure.
2. Use Robert's Rules of Order as authority in all decisions, subject only to the Constitution and By-laws of the Association. The earliest records only list the Parliamentarians since 1951.

C. Advisor to the President

The Advisor to the President is generally a GLA member who has previously served on the GLA Executive Board but is not currently a member of the Board. These individuals typically have years of experience in the operation of GLA and his or her input and advice can be invaluable to the President. This individual's duties are to share this wealth of experience with the President and Executive Board.

Divisions

There are seven Divisions of the Georgia Library Association:

Academic Library Division
Georgia Library Trustees and Friends Association
New Members Round Table
Paraprofessional Division
Public Library Division
School Library Media Division
Special Libraries and Information Services Division

General Duties and Powers of Division Chairs:

1. To plan conference program meetings and preside over conference business meetings.
2. To serve as a member of the Executive Board.
3. To hold workshops, when approved by the Executive Board. (A guide for workshop planning is included as an appendix to this publication.)
4. To assume responsibility for seeing that the secretary submits minutes or reports of workshops and conference meetings to the Administrative Services Coordinator and the Editor of the official organ of the Association in duplicate within two weeks of the meeting.
5. To maintain all records of the office of Division Chair.
6. To transmit appropriate records to newly elected officers and to the Administrative Services Coordinator.
7. To submit bills for payment promptly and correctly.

Academic Library Division

The first official listing of a College or University Division is in the program for the 1925 meeting held at Indian Springs. Among the founding members were Miss Katherine Carnes of the Wesleyan College Library, Miss Sallie Boone of Mercer, and Miss Margaret Jemison of Emory.

The purpose and function of this Division is primarily to foster professional growth and development among Georgia College and University librarians. Other objectives are listed in the Division Constitution.

In 1984, the name was changed to the Academic Library Division and it became the official Georgia Chapter of the Association of College and Research Libraries of the American Library Association.

Academic Library Division Bylaws

ARTICLE I. Name

The name of this Division shall be the Academic Library Division (ALD) of the Georgia Library Association (GLA).

ARTICLE II. Affiliation

The Academic Library Division is the officially recognized Georgia Chapter of the Association of College and Research Libraries (ACRL), a division of the American Library Association.

ARTICLE III. Object

The object of this Division shall be to represent academic librarians and libraries in the State of Georgia in order to enhance library service, in the broadest sense, to all residents.

ARTICLE IV. Membership

Section 1. Eligibility.

Any individual member of the Georgia Library Association may become a member of this Division by so indicating annually to the GLA office. Members of the Association of College and Research Libraries residing or employed within the State of Georgia (hereafter cited as ACRL members) are automatically members of the ACRL Georgia Chapter.

Section 2. Dues.

Membership in GLA/ALD may be elected without charge as one of the free memberships allowed each individual member upon payment of annual dues as determined by the Executive Board of GLA. Honorary members of GLA may elect ALD without payment of dues as the one free divisional membership to which they are entitled. An extra fee as determined by the Executive Board of GLA is required

for membership in ALD by individuals who elect it in addition to their one free division.

Section 3. Privileges.

- a. **Benefits.** Members belonging to both GLA/ALD and ACRL are entitled to all publications, discounts and other privileges specified by the governing bodies of those respective organizations. Members of GLA/ALD or ACRL who are not also members of the other organization are entitled to certain benefits funded in whole or in part by the budget allocation of their respective organizations.
- b. **Leadership.** Members of GLA/ALD may serve as candidates, officers, and board members of this organization in accordance with Article VI, Section 4, of these Bylaws.
- c. **Voting.** Members of GLA/ALD and members of ACRL may participate in mail votes conducted at meetings and programs, except as restricted by Article VI, Section 5 of these Bylaws.

ARTICLE V. Officers

Section 1. Officers

The Officers of GLA/ALD shall be: Chair, who also serves as President of the ACRL Georgia Chapter, Vice-Chair/ Chair-elect, Secretary-Treasurer, and ACRL Chapters Council Representative.

Section 2. Duties

- a. **Chair.** The Chair shall preside at all meetings of the ALD Executive Committee and at all membership meetings of GLA/ALD. The Chair shall have general supervision of the activities of the Division, and shall be an ex-officio member of all committees. With the advice of the Executive Committee, the Chair shall create all committees and formulate their charges, and make appointments to committees. The Chair shall represent GLA/ALD on the Executive Board of GLA and shall serve as a communication link with ACRL offices by serving on the ACRL Chapters Council.
- b. **Vice-Chair/Chair-Elect.** The Vice-Chair/Chair-Elect shall perform the duties of the Chair in the absence of the Chair or in the event of a vacancy in the office of Chair.
- c. **Secretary-Treasurer.** The Secretary-Treasurer shall take minutes at all membership meetings and at meetings of the Executive Committee, shall disseminate these minutes to Executive Committee members and to the GLA and ACRL offices, and shall be responsible for the accounting of funds of GLA/ALD.
- d. **ACRL Chapters Council Representative.** The ACRL Chapters Council representative shall attend the ACRL Chapters Council meetings at both the ALA Midwinter and Annual Meetings (as the voting member) and shall keep the

GLA/ALD Executive Committee informed of all ACRL-related issues affecting academic librarianship in Georgia.

ARTICLE VI. Executive Committee

Section 1. Members.

The Executive Committee of GLA/ALD shall consist of:

- a. Chair
- b. Vice-Chair/Chair-elect
- c. Immediate Past Chair
- d. Secretary-Treasurer
- e. ACRL Chapters Council representative

Section 2. Duties.

The Executive Committee is responsible for filling vacancies to elective offices as outlined in Article VI, Section 6, below. The Executive Committee is also responsible for all funds allocated to the GLA/ALD, whether GLA or by ACRL, or arising from activities of the Division. All matters of policy or procedure affecting GLA/ALD and plans for all programs it sponsors must be approved by the Executive Committee.

Section 3. Terms.

The terms of the Chair, Vice-Chair/Chair-Elect, Past Chair, and Secretary-Treasurer shall be for one year. The ACRL Chapters Council representative shall serve for two years.

Section 4. Eligibility.

Individuals nominated for the offices of Chair, Vice-Chair/Chair-Elect, and ACRL Chapters Council representative must be current members of both GLA and ACRL, in accord with ACRL Bylaws Article IV. Other board members of GLA/ALD must be members of GLA.

Section 5. Nominations and Elections.

The Executive Committee of GLA/ALD shall oversee the nomination of candidates for Executive Committee positions. Procedures for reporting nominations and for conducting elections shall follow general GLA practice. Only members of GLA who have chosen membership in ALD may vote for officers.

Section 6. Vacancies.

Appointments to fill vacancies in the positions of Vice-Chair/Chair-Elect, Secretary-Treasurer, or ACRL Chapters Council representative shall be made by the Executive Committee for the duration of the term of office. A vacancy in the office of Chair shall be filled for the remainder of the term by the Vice-Chair/Chair-Elect. This shall not prevent succession to the office of Chair for the following term; however, the incumbent may decide not to serve a normal term in this circumstance.

ARTICLE VII. Committees and Appointments

Section 1. Creation of Committees.

The Chair, with advice from the Executive Committee, shall create all Standing and Special Committees of the GLA/ALD, and shall formulate charges for all committees.

Section 2. Appointments.

The Chair, with advice from the Executive Committee, shall make appointments to all Standing or Special Committees, taking into consideration the importance of involving as many GLA/ALD and ACRL members as possible in the work of the division. The Chair shall also designate the Chair of each Committee and specify the responsibilities of that position.

Section 3. Terms.

Appointments to Standing Committees shall be for the biennium. Appointments may be renewed, but an individual shall serve no more than two consecutive biennia on one Committee.

Section 4. Duration of Special Committees.

Special Committees may not exist beyond the biennium, unless specifically extended by the Chair.

ARTICLE VIII. Meetings

Section 1. Annual Meeting.

The annual meeting of GLA/ALD shall be held in conjunction with the annual meeting of the Georgia Library Association. An additional meeting may be called in conjunction with other GLA programs.

Section 2. Special Business Meetings.

Special business meetings of GLA/ALD may be held at any time with the authorization of the Executive Committee. Three weeks written notice shall be given to members of the time, location, and purpose of such a meeting. Only the business specified in the call to the meeting shall be transacted.

Section 3. Quorum.

Those members of GLA/ALD and/or ACRL present at either biennial or special business meetings shall constitute a quorum for the transaction of business.

Section 4. Rules of Order.

Robert's Rules of Order, Newly Revised, shall govern the conduct of all business meetings.

ARTICLE IX. Policies

Section 1. Consistency.

The policies of GLA/ALD shall be consistent with the Constitution and Bylaws of the Georgia Library Association, except as noted below.

Section 2. Resolution in the Event of Conflict.

Should the respective policies of GLA and ACRL be in conflict, GLA/ALD shall adopt GLA policy.

ARTICLE X. Ratification and Amendment

Section 1. Ratification of GLA/ALD Bylaws.

These Bylaws shall be adopted following approval by the GLA/ALD Executive Committee and the GLA Executive Board, and approval by a majority of the GLA/ALD members voting in the special election.

Section 2. Amendment.

The Bylaws may be amended following approval of the proposed amendment by the Executive Committee of GLA/ALD, the GLA Executive Board, and the majority of GLA/ALD members attending an annual meeting of GLA/ALD, provided that notice of the proposed amendment has been distributed not less than one month before final consideration.

Georgia Library Trustees, Friends and Advocates Association

The objective of the Georgia Library Trustees, Friends and Advocates Association (GLTFAA) is to promote the development and improvement of libraries and library services for the benefit of the people of Georgia.

In 1965-67, this group became a division of the Georgia Library Association under the name of the Georgia Library Trustee Association. Prior to that time they had been known under several titles. (See officer listing in Appendix 3) In 1984, the name was changed to the Georgia Library Trustees and Friends Association. In 1999, the Executive Board of GLA approved the change in name to add Advocates.

Membership in GLTFAA offers the following opportunities:

To exchange ideas and discuss problems with others who have similar interests, experiences and responsibilities.

To become better educated through publications, programs and personal contact

To learn about library developments and activities at the state, regional and national levels.

To become a more confident and effective advocate for libraries through contact with legislators and other policy makers at all government levels.

The Georgia Library Trustees, Friends and Advocates Association, a Division of the Georgia Library Association, meets at the annual GLA (COMO) conference.

Bylaws: The proposed Bylaws were approved by the GLTA Executive Committee on March 30, 1984, and by the GLA Executive Committee on the same date. The Bylaws were approved in October 1985.

Georgia Library Trustees, Friends and Advocates Association Bylaws (Revised October 24, 2003)

ARTICLE I. Name

The name of this association shall be the Georgia Library Trustees, Friends and Advocates Association.

ARTICLE II: Objectives

The objective of this association shall be the development and improvement of libraries and library services in the State of Georgia.

ARTICLE III. Membership

Section 1.

Membership in this association shall be open to library trustees, friends, governing boards and other persons who have an active interest in libraries. Membership shall be for one year.

Section 2.

Dues shall be determined in accordance with the Georgia Library Association Bylaws.

ARTICLE IV. Officers

Section 1.

Officers shall be elected by a majority of members of GLTFAA present at the annual business meeting and shall be president, vice-president, and secretary-treasurer

Section 2.

Officers shall be installed immediately following election at the GLTFAA annual business meeting held during the COMO conference, and shall hold office for a period of two years and/or until successors are elected, but may not serve more than two consecutive terms in the same office.

Section 3.

A vacancy in office shall be filled for the unexpired term by the Executive Committee of GLTFAA. In filling vacancies, the vote shall be by ballot if more than one nominee for an office is presented and a majority vote shall be necessary to elect. A person having served more than one-half of a two-year term shall be considered to have served one complete term.

ARTICLE V. Meetings

Meetings shall be held during the annual conference of the Georgia Library Association. Special meetings may be called by the Executive Committee at any time, and regional meetings or workshops to further the work of the association may be held as deemed necessary.

ARTICLE VI. Executive Committee

The Executive Committee shall consist of the officers of GLTFAA and the immediate past president of GLTFAA, with the president of GLA and the Director of the Georgia Public Library Service of the Board of Regents of the University System of Georgia serving as ex-officio members. The Executive Committee shall be responsible for planning and executing the work of the GLTFAA.

ARTICLE VII. Committees

Committees may be appointed by the president in order to carry out the work of the association. The president shall serve as an ex-officio member of all committees except the nominating committee.

The nominating committee shall consist of three members appointed by the president and will present a proposed slate of officers to the membership at least thirty days prior to the annual business meeting.

ARTICLE VIII. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern this association.

ARTICLE IX. Amendments

These Bylaws may be amended at the annual GLTFAA business meeting by a two-thirds vote of those present, provided the amendment has been approved by the Executive Committee and thirty days notice has been given to the membership.

New Members Round Table

Historical Summary:

On October 31, 1969, a small group of young librarians who were new to the profession held an informal meeting to discuss the formation of a Junior Members Round Table for Georgia. They petitioned the Georgia Library Association for permission to form under its auspices, and GLA approved the Round Table during its Biennial Conference at Jekyll Island on October 29, 1971. In 1984, the New Members Round Table became a Division of GLA.

Publication:

News In The Round, v. 1-10, 1973-1984 (irregular). Publication suspended in 1984.

Bylaws of the New Members Round Table of the Georgia Library Association

ARTICLE I. Name

The name of this organization shall be the New Members Round Table of the Georgia Library Association.

ARTICLE II. Objectives

The objective of this organization shall be:

1. To recruit new members into the Georgia Library Association and to help these members further their knowledge of the profession and the association;
2. To provide new members of the profession with a common meeting ground for connecting with one another and to the Georgia library community as a whole;
3. To facilitate professional growth through offering meeting presentations and training, a wiki-based collaborative resource center, committee involvement, and many other opportunities;
4. To assist the Georgia Library Association in promoting a greater feeling of involvement and responsibility for the development of library service and librarianship; and
5. To act as a sounding board for ideas of the New Members Round Table membership and to identify potential leaders within the Georgia Library Association.

ARTICLE III. Membership

The New Members Round Table is open to Georgia Library Association members who have served in the profession or state for fewer than five years, are currently enrolled in library school, or have an interest in working with newcomers to the profession. The Executive Board will assess dues (if any) on a calendar year basis.

ARTICLE IV. Officers

Section 1.

The officers shall be (1) Chair, (2) Vice-Chair Chair Elect, (3) Secretary and (4) Treasurer. All officers will serve for one year.

Section 2.

The officers shall perform duties generally associated with these offices and other duties as outlined in this article or approved by the Executive Board.

- a. The Chair shall conduct all meetings and shall, with the advice of the Executive Board, appoint any standing and special committees and liaison members as necessary. The Chair shall be an ad hoc member of each committee.
- b. The Vice-Chair/Chair-Elect shall conduct business and shall succeed to the office of Chair should that office become vacant. The Vice-Chair/Chair-Elect shall also work with the Chair in planning the programs for the meetings of the organization.
- c. The Secretary and Treasurer shall perform their normal duties.
- d. The Chair shall appoint committee chairs, who will serve one-year terms.

ARTICLE V. Committees

Section 1.

The Chair shall assign responsibility for standing committees to elected officers as deemed necessary to carry out the functions of the organization.

Section 2.

Special committees shall be appointed by the Chair as the need arises and will cease to exist when they have fulfilled their charge.

Section 3.

The chair of each committee should report the committee's activities at each membership and Executive Board meeting.

ARTICLE VI. Executive Board

Section 1.

There shall be an Executive Board consisting of the elected officers and the coordinators of the standing committees.

Section 2.

The Executive Board shall have general supervision of the affairs of the New Members Round Table in the intervals between meetings.

Section 3.

A majority of the Executive Board shall constitute a quorum.

ARTICLE VII. General Meetings

Section 1.

There will be two general membership meetings each year. A business/election meeting will be held annually at the time of the Georgia Library Association's Annual Conference.

Section 2.

The order of business at all meetings shall be according to Robert's Rules of Order, Newly Revised.

Section 3.

A quorum for general membership meetings will consist of ten percent of the membership.

ARTICLE VIII. ALA Affiliation

This organization shall be a state affiliate of the American Library Association New Members Round Table.

ARTICLE IX. Elections

Section 1.

A nominating committee of not less than three members appointed by the Chair shall choose two candidates for each office and present the slate at the annual business/election meeting, when nominations shall be accepted from the floor.

Section 2.

The voting shall be by ballot. A simple majority is required for election.

ARTICLE X. Amendments

Amendments or additions to these Bylaws may be proposed at any NMRT executive meeting or by mail to be adopted by majority vote of those members present and voting.

Paraprofessional Division

The Paraprofessional Division grew out of the Support Staff and Paraprofessional Resources Interest Group (SPRIG). SPRIG's objectives were to: support the objectives of the Georgia Library Association; represent paraprofessionals and support staff who work in Georgia libraries; offer programs of substance at the Georgia Library Association annual conference aimed at improving relationships and coordination among paraprofessionals and support staff and professional staff; offer workshops and other continuing education opportunities to paraprofessionals and support staff; encourage appropriate standards for educational institutions offering programs for library paraprofessionals and support staff; and advance the status of paraprofessionals and support staff.

In 1997 the GLA Executive Board approved SPRIG's request to become a Division of the Association.

Constitution of the Paraprofessional Division

(Adopted October 24, 2003)

ARTICLE I. Name

This organization shall be called the Paraprofessional Division of the Georgia Library Association (GLA).

For the purposes of this Constitution, the term "paraprofessional" shall refer to any person engaged in library work who does not have a master's degree in library science or library and information studies.

ARTICLE II. Purpose

1. To support the common objectives of GLA.
2. To represent and support paraprofessionals who work in Georgia libraries.
3. To offer programs at the GLA annual conference aimed at improving relationships and coordination among paraprofessionals and professional staff.
4. To offer workshops and other continuing education opportunities to paraprofessionals.
5. To encourage appropriate standards for educational institutions offering programs for library paraprofessionals.
6. To advance equitable and fair pay for paraprofessionals, and to improve the image and recognition of the contribution of paraprofessionals to libraries.

ARTICLE III. Membership

Any person who is engaged or has been engaged in library work and who is a member of GLA may be a member of the Paraprofessional Division.

ARTICLE IV. Officers

Section 1. Officers

1. The officers of the Paraprofessional Division shall be: Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, Membership Chair, and Awards Chair.
2. Each officer will serve for one year or until a successor is selected. All officers must be members of GLA and work as a paraprofessional in a Georgia library for the entire duration of his or her term.

Section 2. Vacancies in Office

Vacancies in office of Vice-Chair/Chair-Elect, Secretary/Treasurer, Membership Chair, or Awards Chair shall be filled by the Chair. Vacancy in the office of the Chair shall be filled by the Executive Board of GLA.

ARTICLE V. Meetings

The Paraprofessional Division shall meet annually at the GLA meeting. Special meetings may be called by the Chair.

ARTICLE VI. Amendments

This constitution may be amended by a majority vote of the members present at an annual meeting, provided written or electronic notice of the proposed change(s) is sent to the members at least thirty (30) days prior to the meeting.

Bylaws of the Paraprofessional Division

ARTICLE I. Finances

1. Fees may be charged for workshops and functions as appropriate. The amount for fees shall be determined by the Paraprofessional Division's officers.
2. All money collected by the Division shall be deposited in an appropriate GLA bank account.

ARTICLE II. Nomination and Election of Officers

Section 1. Nominations

1. The Chair shall appoint a nominating committee to present a slate of officers to be elected at the annual meeting. The committee shall consist of at least three members. Nominees need not be present at the annual meeting as long as they have been notified and are willing to serve. However, only members present at the annual meeting may vote.
2. There may be nominations from the floor providing the person nominated is willing to serve.

Section 2. Elections

1. The officers shall be elected at the annual meeting. Elections will be determined by the majority present and voting at the annual meeting.
2. Terms of office shall begin on January 1 of the year following the election and end on December 31 of that same year.

ARTICLE III. Duties of the Officers of the Paraprofessional Division

Section 1.

The Chair shall preside at all business meetings, appoint a nominating committee, authorize calls for special meetings, and generally perform the duties of the presiding officer.

Section 2.

The Vice-Chair shall preside in the absence of the Chair and serve as Parliamentarian at the business meetings of the Division.

Section 3.

The Secretary/Treasurer shall keep a true and accurate account of the proceedings of the Paraprofessional Division and handle any funds pertaining to group business, keeping itemized records of receipts and expenditures.

Section 4.

The Membership Chair shall coordinate efforts to increase membership in the Division.

Section 5.

The Awards Chair shall serve as chair of the Awards Committee, coordinate and review all nominations, and award of the Paraprofessional Awards annually at the GLA conference.

ARTICLE IV. Committees

The Chair shall appoint a nominating committee. The Awards Chair shall appoint the Awards Committee.

ARTICLE V. Parliamentary Authority

Section 1. Rules

The rules contained in Robert's Rules of Order, the latest edition, shall govern the Division in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, the Bylaws, or special rules of order of the Division.

Section 2. Parliamentarian

The Vice-Chair/Chair-Elect shall serve as Parliamentarian at each business meeting of the Division.

ARTICLE VI. Website

Section 1. Webmaster

The Chair shall, subject to approval by a majority of the officers, appoint a Webmaster to maintain the Division's Website.

Section 2. Duties of the Webmaster

1. The Webmaster shall create, maintain and update the Paraprofessional Division's official Website and listserv as needed.
2. The Webmaster shall respond to questions and issues related to the Division's Website and list-serve.
3. The Webmaster shall post information about upcoming events to the Website in a timely fashion.
4. The Webmaster shall attend all Division meetings unless he/she is excused from attending the meeting by the Chair, in the event of an emergency.
5. The Webmaster shall provide updates to the Chair as requested.

ARTICLE VII. Amendments

These Bylaws may be adopted, amended, or repealed by a majority of those present at an annual meeting, provided written or electronic notice of the proposed change(s) is sent to the members at least thirty (30) days prior to the meeting.

Public Library Division

Objectives: To provide for the exchange of ideas and experiences, to stimulate continued professional growth, to improve and extend public library services, to raise library standards, to secure support for libraries and to cooperate in the promotion of library services generally.

Membership: Members of GLA with a primary interest in public libraries.

Officers: Chair, Vice-Chair, and Secretary.

Responsibilities: To promote the objectives of the Division, and to plan specifically for the annual meeting to include a business meeting and a Division program, and a workshop during the year.

There are two Sections of the Division:

Youth Enrichment Services
Library Standards

Constitution of the Public Library Division of the Georgia Library Association (Adopted October 23, 1975)

ARTICLE I. Name

This organization shall be called the Public Library Division of the Georgia Library Association.

ARTICLE II. Objectives

1. To support the objectives of the Georgia Library Association.
2. To promote the use of public libraries.
3. To offer programs of substance at Georgia Library Association annual conferences.
4. To offer programs as appropriate to Public Library Division needs and interests.

ARTICLE III. Membership

Qualifications - Any person engaged in library work who is a member of the Georgia Library Association may become a member of the Public Library Division. Membership is by choice upon payment of GLA dues.

ARTICLE IV. Officers

Section 1. Officers:

1. The officers of the Division shall be Chair, Vice-Chair/Chair-Elect and Secretary-Treasurer.

2. Each officer will serve for one year or until a successor is elected. All officers must be members of the Georgia Library Association and of its Public Library Division.

Section 2. Vacancies in Office:

Vacancies in the office of Vice-Chair/Chair-Elect and Secretary-Treasurer shall be filled by the Chair. Vacancy in the office of Chair shall be filled by the Executive Board of the Georgia Library Association.

ARTICLE V. Meetings

Meetings of the Division shall be held annually in conjunction with the Georgia Library Association meeting. Special meetings may be called by the Chair.

ARTICLE VI. Amendments

Constitution - This constitution may be amended by a majority vote of the members present at an annual meeting, provided a quorum is present and written notice of the amendments is sent to the members at least thirty (30) days prior to the meeting.

Bylaws of the Public Library Division of the Georgia Library Association

ARTICLE I. Dues

Dues - Dues may be charged for programs or functions as appropriate. The amount for dues shall be determined by the officers.

ARTICLE II. Nomination and Election of Officers

Section 1. Nominations

1. The Chair shall appoint a nominating committee to present a slate of officers to be elected at the annual meeting. The committee shall consist of at least three members.

2. There may be nominations from the floor providing the person nominated is willing to serve.

Section 2. Elections

1. The officers shall be elected at the annual meeting. Elections may be determined by the majority of those present and voting at the annual meeting.

2. Terms of office shall begin January 1.

ARTICLE III. Officers

Officers of the Public Library Division must be members of the Division.

ARTICLE IV. Duties of the Officers of the Division

Section 1.

The Chair shall preside at all meetings, appoint all committees, authorize calls for special meetings, and generally perform the duties of the presiding officer.

Section 2.

The Vice-Chair/Chair-Elect shall preside in the absence of the Chair.

Section 3.

The Secretary-Treasurer shall keep a true and accurate account of the proceedings of the Division and handle any funds pertaining to Division business, keeping itemized records of receipts and expenditures.

ARTICLE V. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the programs of this division.

ARTICLE VI. Quorum

One fifth of the membership shall constitute a quorum.

ARTICLE VII. Parliamentary Authority

The rules of procedure contained in Robert's Rules of Order (latest edition) shall govern this division in all cases to which they are applicable, and to which they are not inconsistent with the Constitution, Bylaws, or special rules of order of the Georgia Library Association.

ARTICLE VIII. Order of Business

Call to Order. Reading of Minutes. Treasurer's Report. Committee Reports. Old Business. New Business. Adjournment.

ARTICLE IX. Amendments

Bylaws may be adopted, amended or repealed by a majority of those present at an annual meeting, provided announcement of the proposed change is made preceding the meeting.

School Library Media Division

In 1923 a Children's and Young People's Division was formed - one of the earliest sections in the Association. From 1923 to 1947 there were numerous changes of the name of the division, and at times two sections--one designed specifically for schools.

In 1947, the Children's and Young People's Library Division was organized to function through both the Georgia Education Association and the Georgia Library Association. This group was known as an affiliate of GEA and a section of GLA.

In 1960, the American Association of School Libraries became a Department of the National Education Association in addition to continuing as a Division of the American Library Association. Following this lead, the Children's and Young People's Library Division drafted a new constitution in 1962 making the local group a department of GEA rather than an affiliate and continuing as a division of GLA.

In 1971, when the Georgia Education Association (GEA) and the Georgia Teachers and Education Association (GTEA) merged to form the Georgia Association of Educators, the Library Department of GEA became the Library Department of GAE and the Children's and Young People's Division of GLA became the School and Children's Library Division of GLA - two completely separate organizations. Purposes and functions are outlined in its constitution.

In 1984, the name was changed to the School Library Media Division.

There is one section: the School Media Coordinators Section.

School Library Media Division Constitution and Bylaws

Constitution

Adopted October 26, 1965

ARTICLE I. Name

The name of this organization shall be the School Library Media Division of the Georgia Library Association.

ARTICLE II. Purpose

The School Library Media Division of the Georgia Library Association shall be interested in the improvement and extension of library media services to children and youth.

The School Library Media Division of the Georgia Library Association shall accept specific responsibilities for:

1. Planning conference programs, inservice activities, and other opportunities for the professional growth of the division members.
2. Representing and interpreting the need for and function of school library media centers to the general public, the media, other educational groups, and legislative bodies.

3. Promoting and providing a forum for continuous study and research in the field of school library media services.
4. Monitoring the actions of accrediting and certification agencies in the interest of maintaining quality school media services.
5. Providing leadership in meeting the challenges of technological change.
6. Cooperating with other Georgia Library Association units, types of libraries, professional organizations, and any group serving children and youth, to promote the purposes of this division.

ARTICLE III. Membership

Section 1. Regular members.

Any media professional who is a member of the Georgia Library Association may become a member of the School Library Media Division of the Georgia Library Association.

Section 2. Dues.

Dues shall be as specified by the Georgia Library Association.

ARTICLE IV. Board of Directors

Section 1. Members.

The Board of Directors shall be composed of officers of the School Library Media Division of the Georgia Library Association and the past Chair of the division as voting members.

Section 2. Duties.

The Board of Directors shall initiate the policies of the division and recommend action to the membership.

Section 3. Reports.

The Board of Directors shall publish a summary of all actions.

Section 4. Vacancies.

The Board of Directors shall have the power to fill all vacancies, and each appointee shall serve to complete the unexpired term.

Section 5. Meetings.

Meetings of the Board of Directors shall be held as part of the annual conference of the Georgia Library Association and at the call of the Chair.

Section 6. Quorum.

A third of the members of the Board of Directors shall constitute a quorum.

ARTICLE V. Officers

Section 1. Officers.

The officers of the School Library Media Division of the Georgia Library Association shall be Chair, Chair-elect, and Secretary. The term of office for each elected officer shall be one year, and all officers must be members of the Georgia Library Association.

Section 2. Duties.

The officers shall perform the duties related to their offices and such other assignments as are delegated to them by the Board of Directors. It shall be the duty of the retiring Chair to file with the Executive Office of the Georgia Library Association a list of officers for the ensuing biennium before the final session of the biennial meeting. The newly elected officers shall assume their duties at the end of the biennial conference of the Georgia Library Association.

ARTICLE VI. Committees

Section 1. Establishing Committees.

Committees may be established at any time by the Chair with the approval of the Board of Directors, or at the request of the membership.

Section 2. Members.

The members of committees shall be appointed by the Chair and approved by the Board of Directors.

Section 3. Powers and Duties.

The powers and duties of each committee shall be determined by the Board of Directors and defined in writing.

ARTICLE VII. Meetings

Section 1.

Regular business meetings of this organization shall be held in conjunction with the annual conference of the Georgia Library Association.

Section 2.

Membership attending the annual conference of the Georgia Library Association shall constitute a quorum.

Section 3.

Special meetings may be held when called by the Chair.

ARTICLE VIII. Nominations and Elections

Section 1. Elections.

The officers shall be elected at the annual meeting.

Section 2. Nominating Committee.

The Chair shall appoint a nominating committee to present a slate of officers to be elected at the annual meeting. The committee shall consist of at least three members.

Section 3.

There may be nominations from the floor providing the person nominated is willing to serve.

Section 4.

Election shall be determined by the majority of those present and voting.

ARTICLE IX. Amendments

Section 1.

The constitution may be amended by a majority vote of those present at a annual meeting held in connection with the Georgia Library Association conference. Written notice of the amendments must be sent to the members 30 days prior to the meeting.

Section 2.

The Bylaws may be amended by a majority vote of those present at a annual meeting held in connection with the Georgia Library Association conference.

Bylaws

ARTICLE I. Officers

Any member of the School Library Media Division of the Georgia Library Association will be eligible to serve as an officer.

ARTICLE II. Parliamentary Authority

The rules of procedure as stated in Robert's Rules of Order (Revised) latest edition shall govern this division in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special rules of order of the Georgia Library Association.

The School Media Coordinators Section was established during the 1979-81 biennium. The first meeting was held in Athens in 1980.

Constitution for School Media Coordinators Section

School and Children's Division, Georgia Library Association

(Adopted Athens, GA, May 2, 1980)

ARTICLE I. Name

The name of the organization shall be School Media Coordinators Section, School Library Media Division of the Georgia Library Association.

ARTICLE II. Objective

The object of this organization shall be to advance the interests of and to provide leadership for the improvement and expansion of media coordination in Georgia.

ARTICLE III. Membership

Any member of the Georgia Library Association and the School and Children's Library Division who is interested in school library media supervision coordination shall be eligible for membership in the group.

ARTICLE IV. Officers

Section 1.

The officers of this organization shall be a Chairman, Chairman-elect, and a Secretary- Treasurer. These officers shall be elected at the regular annual meeting and shall hold office for one year or until their successors are elected.

Section 2.

The officers shall perform the duties usually attached to these offices.

ARTICLE V. Meetings

Section 1.

Regular meetings shall be held annually in conjunction with the annual conference of the Association unless otherwise ordered by the membership.

Section 2.

A part of each meeting shall be devoted to the election of officers or transaction of any other business which may arise.

Section 3.

Other meetings may be called at the discretion of the officers.

ARTICLE VI. Amendment of Constitution/Bylaws

Section 1.

This constitution may be amended by two-thirds vote of members present at any given meeting, notice of the proposed changes having been given at least thirty days prior to the meeting.

Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

Bylaws

ARTICLE I. Nomination

Section 1.

A committee to nominate candidates for the elective officers shall be appointed by the Chairman not later than six months before the annual conference of the Association. A single slate shall be presented at the Section meeting. Nominations from the floor shall be in order.

Section 2.

Officers shall be elected by a majority vote of the members present at the annual meeting of the Section.

ARTICLE II. Quorum

One-fourth of the membership shall constitute a quorum.

ARTICLE III. Membership

The Secretary shall keep a roster of the members.

ARTICLE IV. Committees

The Chairman shall appoint such committees as are necessary to transact the business and execute the program of this Section. Committee Chairmen may, with the approval of the Section Chairman, appoint members to their committees.

ARTICLE V. Dues

Dues shall be determined by the membership at each annual meeting.

Special Libraries and Information Services Division

Purpose and Organization:

The Special Libraries Division of the Georgia Library Association was established to advance the interests of special libraries through professional contacts and to promote the improvement of existing special collections in the state. There are no formal requirements for membership in this division since dues are not collected. One may become a member either by attending the division meeting at the annual GLA Conference or simply by reporting one's name to the Administrative Services Coordinator.

The officers of the division consist of a Chairman and a Secretary-Treasurer. Their term of office is for one year and new officers are selected at each annual meeting of the Association. The Chairman is principally responsible for planning the division's program for the upcoming annual conference and for presiding at that meeting. The Chairman must also appoint a nominating committee which shall be responsible for submitting a slate of new officers for approval by the membership at the annual meeting. The Secretary-Treasurer is responsible for recording the minutes of the annual meeting and for submitting a summary of those minutes to the Chair of the Records Committee and editor of The Georgia Librarian after the conference.

The Secretary-Treasurer should also circulate an attendance sheet to collect the names and addresses of those present for inclusion in the division's records. A Secretary-Treasurer's report is rarely required since this section does not have dues. Both officers are responsible for keeping written records of all their activities during their term of office. These records are to be filed in the division's official notebooks. These notebooks shall be given to the new Chairman by the outgoing Chairman. The notebooks contain a detailed historical record of the division's activities from the date of its organization to the present. New officers should consult their notebooks regarding any questions they might have about the operation of this section.

Historical Summary:

The first meeting of the Special Libraries Division was held on November 4, 1955, at the Bon Air Hotel in Augusta, during the regular biennial meeting of GLA. Mrs. Martha Jane Zachert acted as temporary Chairman and Mr. Dale Barker as temporary Secretary. The constitution of the Special Libraries Section was presented and adopted at the meeting together with the election of a Chairman and a Secretary-Treasurer for the coming biennium.

In 1984 the name was changed to Special Libraries and Information Services Division. It has one section: The Correctional Library Service Section.

Special Libraries and Information Services Division Constitution and Bylaws

Constitution

ARTICLE I. Name

The name of this organization shall be the Special Libraries and Information Services Division of the Georgia Library Association.

ARTICLE II. Objective

The purpose of this division shall be: to advance the interests of special libraries and information services through professional contacts and to improve and promote special collections and information services in the state.

ARTICLE III. Relationship to Georgia Library Association

This division is organized as a division of Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this division insofar as they relate to divisions of the Georgia Library Association.

ARTICLE IV. Membership

Any member of the Georgia Library Association interested in special libraries and information services may become a member of this division by attending the annual meeting and/or by reporting his/her name to the Administrative Services Coordinator.

ARTICLE V. Officers

Section 1.

The officers of this division shall consist of a Chair, a Vice-Chair/Chair-Elect and the Secretary-Treasurer. The duties of the officers shall be those usually performed by such officers in deliberative assemblies.

Section 2.

The officers of this division shall be elected by the members of this division at the regular annual meetings of the Georgia Library Association.

ARTICLE VI. Meetings

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

ARTICLE VII. Sections

A new section of the Division may be initiated by the submission of its' purpose and objectives to the chairman of the Division. The membership of the Special Libraries and Information Services Division will review the purpose, objectives, and constitution at the next Annual Georgia Library Association Meeting to give approval to the establishment of a new section.

ARTICLE VIII. Amendment of Constitution and Bylaws

Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting.

Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

Bylaws

ARTICLE I. Nomination

Section 1.

A committee to nominate candidates for the elective offices shall be appointed by the Chairman not later than one month before the annual meeting of the division. The report of this committee shall be made at the division meeting. Nomination from the floor shall be in order.

Section 2.

Election of officers shall be by ballot cast by the members of the division at the meeting. A majority vote constitutes an election.

ARTICLE II. Quorum

One-fourth of the membership shall constitute a quorum.

ARTICLE III. Membership

The Secretary shall keep a roster of members.

ARTICLE IV. Committees

The Chairman shall appoint such committees as are necessary to transact the business and execute the program of this division.

Interest Groups

Interest Group Council

Interest Group Council Bylaws

Approved at September Board Meeting 1985

ARTICLE I. Name

This organization shall be called the Interest Group Council of the Georgia Library Association.

ARTICLE II. Purpose

The purpose of the Council shall be:

1. To receive and validate petitions to form new Interest Groups.
2. To make recommendations to the Georgia Library Association Executive Board concerning the formation of new interest groups.
3. To facilitate annual conference and workshop plans for all Interest Groups and to report those plans to the Georgia Library Association Executive Board and to the Conference Committee.
4. To serve as liaison between the Interest Groups and the Georgia Library Association Executive Board.

ARTICLE III. Members

The membership shall consist of the Chair of each Interest Group in the Georgia Library Association.

ARTICLE IV. Officers

Section 1.

The officers of the Council shall be a Chair, a Vice-Chair, and a Secretary.

Section 2.

The officers shall be elected from nominations from the floor at the annual conference business meeting of the Council.

Section 3.

The duties of these officers are:

Chair - Presides at all meetings of the Council; represents the Council and its interests on the Georgia Library Association Executive Board.

Vice-Chair - Presides in the absence of the Chair; represents the Council and its interests on the Georgia Library Association Executive Board.

Secretary - Keeps minutes of all Council meetings; maintains a Council membership list; and attends to the routine correspondence of the Council.

Section 4.

A vacancy in the office of Chair shall be filled by the Vice-Chair becoming Chair. In order that the Council maintain two members on the Georgia Library Association Executive Board, a special meeting will be called by the Chair to elect a new Vice-Chair.

ARTICLE V. Meetings

The Council shall meet during each annual conference. Special meetings may be called by the Chair.

ARTICLE VI. Executive Committee

The Executive Committee of the Council shall consist of the Chair, Vice-Chair, and Secretary.

Interest Groups are formed upon petition to the Council. The Council will forward the petition and its recommendation to the Executive Board.

The Council will look at the draft bylaws and the petition for a new Interest Group from the following perspectives:

- (1) Size of the group. This is not meant to mean large. An Interest Group could be any size.
- (2) GLA membership of petition signers. The Council feels that the petition should arise from the GLA membership.
- (3) Permanency of the interest. An Interest Group should expect to survive several years.
- (4) Does the Interest Group proposed fit logically into an already existing group? It is meant here that the expressed interest should not be wholly contained within the existing group.
- (5) Whether the interest is state-wide and not regional. There may be acceptable reasons why the state association should support some regional interests, but they need to be examined on an individual basis.

The Interest Group Council discusses areas of concern of Interest Groups and serves as a channel to the Executive Board for the Interest Groups. The Interest Group Council also assists the Conference Committee in programs sponsored by the various Interest Groups.

Assessment Interest Group

Bylaws Adopted April 15, 2008

History: Bylaws were approved by the Executive Board April 15, 2008, based on a petition from Jennifer Link Jones passed through Susan Morris, chair of the Interest Group Committee.

Bylaws

ARTICLE I. Name

The name of this organization shall be Assessment Interest Group of the Georgia Library Association.

ARTICLE II. Objective

The objective of this organization is to exchange ideas and information in all areas of library assessment.

ARTICLE III. Membership

Members of the Georgia Library Association who are interested in the topic of library assessment are eligible for membership in the Assessment Interest Group.

ARTICLE IV. Officers

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect, and a Secretary-Treasurer. These officers shall perform the duties usually attached to these offices.

ARTICLE V. Elections

Section 1. The officers shall be elected at the annual business meeting and shall hold office for one year or until their successors are elected.

Section 2. Each member shall have the right to one vote.

ARTICLE VI. Committees

Section 1. The interest group chair shall appoint such committees as are necessary to transact the business of the interest group.

Section 2. The committee members shall, by a majority vote, elect the chair of the committee during a regular meeting or via email among members of the committee.

ARTICLE VII. Meetings

Section 1. the annual business meeting shall be held in conjunction with the Georgia Council of Media Organizations Conference. Other meetings may be called at the discretion of the officers.

Section 2. All or part of one meeting held during the Georgia Council of Media Organizations Conference shall be devoted to the transaction of business and shall include the election of officers.

ARTICLE VIII. Amendment to the Bylaws

The articles may be adopted, amended, or repealed at any regular meeting of the Assessment Interest Group at which a quorum is present, provided such notice was given prior to the announcement of the meeting.

ARTICLE IX. Nominations

Nominations for candidates for elective office shall be made from the floor at the annual business meeting.

ARTICLE X. Quorum

One-fourth of the membership shall constitute a quorum.

ARTICLE XI. Current Membership

The secretary shall maintain a list of current members.

Circulation & Access Services Interest Group

Constitution and bylaws Adopted October 22, 1999

History: At the 1998 COMO annual conference in Macon a discussion was held exploring the common interests of circulation and access services operations as they operate in the wide range of libraries represented in the Georgia Library Association. As a result of that discussion, it was determined that an Interest Group was appropriate and a petition was made to the Georgia Library Association Executive Board. This petition was approved in early 1999 and the first organizational meeting of CASIG was held at the 1999 COMO-GLA annual conference, where this document was adopted.

Constitution

ARTICLE I. Name

This organization shall be called the Circulation and Access Services Interest Group (CASIG) of the Georgia Library Association.

ARTICLE II. Objectives

The object of this organization shall be to promote the exchange of ideas and discussion of issues relating to circulation and access service operations in the various libraries represented in the Georgia Library Association.

ARTICLE III. Relationship to Georgia Library Association.

The Circulation & Access Services Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of the Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

ARTICLE IV. Membership

Membership in this organization shall be open to dues paying members of the Georgia Library Association who are interested in the objectives of the Interest Group.

ARTICLE V. Officers

Section 1.

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect and a Secretary. Duties of these officers shall be those usually performed by such officers in deliberative assemblies. Together these officers will constitute the Executive Committee.

Section 2.

These officers shall be elected for a term of one year by members of this Interest Group at a business meeting held at the annual conference of the Georgia Council of Media Organizations (COMO).

Section 3.

The Chair of this organization is also a member of the Interest Group Council.

ARTICLE VI. Amendment of Constitution and Bylaws

Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meetings.

Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

Bylaws

ARTICLE I. Nominations

Section 1.

A committee to nominate candidates for the elective officers shall be appointed by the chair no later than two months before the annual meeting of the Interest Group. The report of this committee shall be made at the Interest Group meeting. Nominations from the floor shall be in order.

Section 2.

Election of officers shall be by ballot cast by the members of the Interest Group at the meeting. The voting shall be by ballot unless the office is uncontested. A majority vote constitutes an election.

Section 3.

Terms of office shall begin at the close of the annual meeting which follows the election.

ARTICLE II. Quorums

Section 1.

A majority of the Executive Committee constitutes a quorum at Executive Committee meetings.

Section 2.

A quorum consists of the membership of the Interest Group present at a called meeting.

ARTICLE III. Membership

The Secretary shall keep a roster of group members, derived from current information in the GLA membership database.

ARTICLE IV. Meetings

Section 1.

A business/election meeting shall be held annually at the time and place of the COMO conference. Other meetings may be called at the discretion of the officers.

Section 2.

Robert's Rules of Order (latest edition) shall govern the procedures of decorum and debate.

Section 3.

All meetings, including those of the executive committee and all other committees as may be appointed, shall be open.

ARTICLE V. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

Government Documents Interest Group

The membership of the Government Documents Interest Group (GDIG) is made up of those who attend its business meetings at the annual conference of the Council of Media Organizations (COMO) and those who report their interest in the Group to the GLA Administrative Services Coordinator. The officers of the Interest group include a Chair, Vice-Chair/Chair Elect, Secretary/Treasurer, and a Permanent Executive Secretary. The Chair, Vice-Chair/Chair Elect, and Secretary/Treasurer are elected by the Interest Group members at the annual meetings. The Regional Depository Librarian will serve as the Permanent Executive Secretary of the Interest Group.

The responsibilities of the officers are those which are usually performed by officers of deliberative assemblies. The Chair of the Interest Group has the responsibility of, but not limited to, planning the Group's programs at COMO, presiding over the annual business meeting, and serving as a member of the Interest Group Council. The Duties of the Vice-Chair/Chair Elect include, but are not limited to, assisting the Chair in the planning, coordination, and moderating of the annual meeting and representing the Government Documents Interest Group when so directed by the Chair. The Secretary keeps minutes of the business meetings, summarizes the conference programs, and keeps a roster of the Interest Group members. The Permanent Executive Secretary serves as the coordinator of the Interest Group as well as the liaison between the Interest Group and the United States Government Printing Office.

The Chair may appoint committees to transact the business of the Interest Group. The Constitution of the Interest Group, however, mandates the appointment of a nominating committee to nominate candidates for the elective officers of the Interest Group no later than two months before the annual meeting.

Government Documents Interest Group Constitution and By-Laws

Adopted October 24, 1987; Revised October 10, 1996; Revised October 7, 1998

CONSTITUTION

ARTICLE I. Name

The name of this organization shall be the Government Documents Interest Group of the Georgia Library Association.

ARTICLE II. Objective

The purpose of this Interest Group shall be: to promote the use and accessibility of federal, state, and local documents as well as foreign and international documents and to provide support, information-sharing, and instruction for government documents at all levels.

ARTICLE III. Relationship to Georgia Library Association

This Interest Group is organized as a unit of the Georgia Library Association under the constitution and by-laws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

ARTICLE IV. Membership

Members of the Georgia Library Association interested in government documents may become members of this Interest Group by attending the annual meetings and/or by reporting their interest to the GLA Administrative Services Coordinator on their GLA membership application.

ARTICLE V. Officers

Section 1.

The Officers of this Interest Group shall consist of a chair, a vice-chair/chair elect, a secretary/treasurer, and a permanent executive secretary. The duties of the chair, vice-chair/chair elect, and the secretary/treasurer shall be those usually performed by such officers in deliberative assemblies. The duties of the permanent executive secretary shall be to serve as a coordinator of the Interest Group and as a liaison between the Interest Group and the United States Government Printing Office.

Section 2.

The chair, vice-chair/chair elect and secretary/treasurer members of the Interest Group shall be elected by the members of the Interest Group at the annual meetings. The permanent executive secretary is that person who is the Regional Depository Librarian for the State of Georgia.

ARTICLE VI. Meetings

A meeting shall be held at the time and place of the annual COMO conference. Other meetings may be called at the discretion of the officers.

ARTICLE VII. Amendment of Constitution and By-Laws

Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting.

Section 2.

By-laws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

BY-LAWS

ARTICLE I. Nominations

Section 1.

A committee to nominate candidates for the elective officers shall be appointed by the chair no later than two months before the annual meeting of the Interest Group. The report of this committee shall be made at the Interest Group meeting. Nominations from the floor shall be in order.

Section 2.

Election of officers shall be by ballot cast by the members of the Interest Group at the meeting. A majority vote constitutes an election.

ARTICLE II. Affiliation

The Government Documents Interest Group is the officially recognized Georgia Affiliate to the Government Documents Round Table of the American Library Association.

ARTICLE III. Quorum

Membership present at any meeting shall constitute a quorum.

ARTICLE IV. Membership

The Secretary shall keep a roster of members.

ARTICLE V. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

Handicapped and Library Services Interest Group

History and Organization

The Handicapped and Library Services Interest Group resulted from the 1984 reorganization of the Georgia Library Association. The basis for the group was the Round Table for the Blind and Physically Handicapped which was expanded to serve a larger population.

Handicapped and Library Services Interest Group Constitution

Adopted October 25, 1985

ARTICLE I. Name

This organization shall be called the Handicapped and Library Service Interest Group (HALS) of the Georgia Library Association.

ARTICLE II. Objectives

The objectives of this organization shall be (1) to promote quality library service for people with visual and/or physical handicaps, with learning disabilities, with hearing impairments, and to the aging, and (2) to disseminate information on new programs and policies affecting handicapped people within the State of Georgia.

ARTICLE III. Membership

Membership in this organization shall be open to dues paying members of the Georgia Library Association who are interested in the objectives of the Interest Group.

ARTICLE IV. Officers

Section 1.

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect, a Secretary-Treasurer and a Newsletter Editor.

Section 2.

These officers shall be elected at each annual meeting of this organization to serve for the next year.

Section 3.

A month before the annual meeting the Chair shall appoint a nominating committee. This committee shall choose one consenting nominee for the offices of Vice-Chair/Chair-Elect, Secretary-Treasurer and Newsletter Editor. Provisions shall be made on the ballot for write-in candidates.

Section 4.

The Chair of this organization is also a member of the Interest Group Council.

Section 5.

The Executive Board shall be composed of the elected officers of this organization.

ARTICLE V. Amendment

This constitution may be amended by a majority vote of members present at a annual meeting, provided written notice of the proposed amendment is sent to the members at least thirty (30) days before the meeting.

Information Technology Interest Group

The purpose of the Information Technology Interest Group is to collect and disseminate information in the general area of library automation. Specific interests include the following: electronic data processing, telecommunications, cable communications, systems analysis, and the evaluation of computer hardware and software. The interest group will serve both an educational and clearinghouse function. It will plan and support state-wide meetings and seminars dealing with information technology. It will also seek to provide a forum for the exchange of technical information and the discussion of common problems through publications and special workshops.

Information Technology Interest Group Constitution

ARTICLE I. Name

The name of this organization shall be the Information Technology Interest Group of the Georgia Library Association.

ARTICLE II. Objective

The purpose of this Interest Group shall be to collect and disseminate information in the general area of library automation.

ARTICLE III. Relationship to Georgia Library Association

The Information Technology Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

ARTICLE IV. Membership

Members of the Georgia Library Association interested in library automation may become members of Information Technology Interest Group by attending the meetings and/or by reporting their names to the Administrative Services Coordinator of GLA.

ARTICLE V. Officers

Section 1.

The officers of this Information Technology Interest Group shall consist of a chair and a secretary. The duties of the chair and the secretary shall be those usually performed by such officers in deliberative assemblies.

Section 2.

The officers of the Information Technology Interest Group shall be elected by the members of the Interest Group at an annual business meeting to be held at the annual conference of the Georgia Council of Media Organizations (COMO).

ARTICLE VI. Meetings

A business meeting shall be held at the time and place of the annual COMO conference. Other meetings may be called at the discretion of the officers.

ARTICLE VII. Amendment of Constitution and Bylaws

Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting.

Section 2.

Bylaws may be adopted, amended, or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

Information Technology Interest Group Bylaws

ARTICLE I. Nominations

Nominations for candidates for elective office shall be made from the floor at the annual business meeting.

ARTICLE II. Quorum

One-fourth of the membership shall constitute a quorum.

ARTICLE III. Membership

The chair or secretary shall keep a roster of group member, derived from current information in the GLA membership database.

ARTICLE IV. Committees

The chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

Interlibrary Cooperation Round Table

The genesis of this group occurred when it was proposed by Barbara Rystrom during a panel discussion on Interlibrary Loan at a Joint Reference/College and University Section's program meeting of the 1979 Biennial Conference in Savannah. Petitions were gathered and presented to the Georgia Library Association's Executive Board, which recommended the creation of the Interlibrary Cooperation Round Table to the conference. This recommendation was unanimously approved.

The Round Table met for the first time in Macon preceding the 1980 GLA Committee Members Workshop. Bylaws were approved and officers were elected. The group identified interlibrary loan workshops as a continuing responsibility, as well as interlibrary loan discussion meetings at biennial conferences. A list of current library cooperative activities in Georgia will be maintained; the first version was distributed at the organizational meeting.

The Interlibrary Cooperation Round Table became a member of the Interest Group Council with the 1984 reorganization of the Georgia Library Association.

Interlibrary Cooperation Round Table Constitution

ARTICLE I. Name

The name of this organization is the Interlibrary Cooperation Round Table of the Georgia Library Association.

ARTICLE II. Objectives

The objectives of the Round Table are to promote and facilitate the necessary and appropriate discussion and joint decision making which is essential to maintaining and increasing cooperation between libraries of all types.

ARTICLE III. Relationship to Georgia Library Association

This interest group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

ARTICLE IV. Membership

Membership is open to all members of the Georgia Library Association.

ARTICLE V. Officers/Executive Committee

Section 1.

The officers are: (1) Chair, (2) Vice-chair/Chair-elect, (3) Secretary, (4) Treasurer. These officers constitute the executive committee.

Section 2.

The officers perform the duties usually attached to their offices, and as the executive committee are responsible for the governance and progress of the Round Table in the intervals between meetings.

Section 3.

The officers of this Round Table shall be elected by the members of the Round Table at the annual business meeting at the COMO conference.

ARTICLE VI. Meetings

Section 1.

A business/election meeting shall be held annually at the time and place of the COMO conference. Other meetings may be called at the discretion of the officers.

Section 2.

Robert's Rules of Order (latest edition) shall govern the procedures of decorum and debate.

Section 3.

All meetings, including those of the executive committee and all committees, shall be open.

ARTICLE VII. Amendment of Constitution and Bylaws

Section 1.

This Constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting.

Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

Interlibrary Cooperation Round Table Bylaws

ARTICLE I. Nominations/Elections

Section 1.

A nominating committee of not less than three members of the Round Table shall present a slate of candidates for elective office at the annual business/election meeting held at the COMO conference. Nominations from the floor shall be in order.

Section 2.

The voting shall be by ballot unless the office is uncontested. A majority vote constitutes an election.

ARTICLE II. Quorum

Section 1.

A majority of the Executive Committee constitutes a quorum at Executive Committee meetings.

Section 2.

A quorum consists of the membership of the Round Table present.

ARTICLE III. Membership

The secretary shall keep a roster of group members, derived from current information in the GLA membership database.

ARTICLE IV. Committees

The Chair shall appoint such committees as are necessary to transact the business and execute the program of the Round Table.

Intellectual Freedom Interest Group

History and Organization

The Intellectual Freedom Interest Group resulted from the 1984 reorganization of the Georgia Library Association. Prior to the reorganization it was a standing committee of the Georgia Library Association.

Intellectual Freedom Interest Group Constitution

Adopted October 25, 1985

ARTICLE I. Name

The name of this organization shall be the Intellectual Freedom Interest Group of the Georgia Library Association.

ARTICLE II. Objectives

The purpose of this Interest Group shall be to support the right of the public to freedom of inquiry, belief, and expression in accordance with the First Amendment of the U. S. Constitution and the Library Bill of Rights and its related documents. To this end the Interest Group has the following specific objectives:

1. To provide a forum for the discussion of activities and issues related to intellectual freedom
2. To monitor and seek to effect national, state, and local legislation concerned with First Amendment freedoms and inform library personnel and other interested parties
3. To resist proposed and actual censorship activities by individuals, groups, or administrative authorities and keep the American Library Association Office of Intellectual Freedom informed of these activities
4. To represent the Georgia Library Association in intellectual freedom matters
5. To serve as a liaison, through the officers, with the American Library Association Intellectual Freedom Committee, Intellectual Freedom Roundtable, and Office of Intellectual Freedom and with other groups and organizations that support intellectual freedom concepts
6. To develop a continuing education program for library personnel, governing boards, and the general public to inform them about the issues of freedom of communication and inquiry, to promote the defense of intellectual freedom by members of GLA, and to suggest practical solutions to problems that might arise.

ARTICLE III. Relationship to Georgia Library Association

This Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

ARTICLE IV. Membership

Members of the Georgia Library Association interested in supporting intellectual freedom may become members of this Interest Group by attending the meetings and/or by reporting their names to the Administrative Services Coordinator of GLA.

ARTICLE V. Officers

Section 1.

The officers of this Interest Group shall consist of a chair, a chair-elect, and a secretary. The duties of the chair, chair-elect, and the secretary shall be those usually performed by such officers in deliberative assemblies.

Section 2.

The officers of this Interest Group shall be elected by the members of the Interest Group at the regular annual meetings of the Georgia Library Association.

ARTICLE VI. Meetings

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

ARTICLE VII. Amendment of Constitution and Bylaws

Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting.

Section 2.

Bylaws may be adopted, amended, or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

Intellectual Freedom Interest Group Bylaws

ARTICLE I. Nominations

Section 1.

A committee to nominate candidates for the elective officers shall be appointed by the chair no later than two months before the annual meeting of the Interest Group. The report of this committee shall be made at the Interest Group meeting. Nominations from the floor shall be in order.

Section 2.

Election of officers shall be by ballot cast by the members of the Interest Group at the meeting. A majority vote constitutes an election.

ARTICLE II. Quorum

One-fourth of the membership shall constitute a quorum.

ARTICLE III. Membership

The secretary shall keep a roster of members based on the GLA membership database.

ARTICLE IV. Committees

The chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

Professional and Continuing Education Interest Group

The Professional and Continuing Education Interest Group (hereafter PACE) resulted from the 1984 reorganization of the Georgia Library Association. Prior to 1984 reorganization, it was known as the Education for Librarianship Division. PACE is constituted for the purpose of advancing the interests of librarianship through initial and continuing professional education of Georgia librarians.

The membership of the PACE Interest Group is made up of those who attend its meetings at the annual meeting of the Georgia Library Association and those who report their interest in the Group to the GLA's Administrative Services Coordinator.

The officers of the Interest Group include a Chair, Vice-Chair, and a Secretary. These officers are elected by the members during the regular annual meeting of the Georgia Library Association. The responsibilities of the officers are those which are usually performed by officers of deliberative assemblies. The Chair of the Interest Group has the responsibility of, but not limited to, planning the Group's meetings at the annual meeting of the Association, presiding over the annual business meetings and serving as a member of the Interest Group Council. The Secretary keeps minutes of the business meetings, summarizes the program meetings, and keeps a roster of the Interest Group members.

The Chair may appoint committees to transact the business of the Interest Group. The Constitution of the Interest Group, however, mandates the appointment of a nominating committee to nominate candidates for the elective officers of the Interest Group no later than two months before the annual conference of the Georgia Library Association. The Constitution of PACE was drafted and adopted in 1984.

Professional and Continuing Education Interest Group Constitution and Bylaws (adopted 1984)

Constitution

ARTICLE I. Name

The name of this organization shall be the Professional and Continuing Education Interest Group of the Georgia Library Association.

ARTICLE II. Objective

The purpose of this Interest Group shall be: to advance the interests of librarianship through initial and continuing professional education.

ARTICLE III. Relationship to Georgia Library Association

This interest group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

ARTICLE IV. Membership

Members of the Georgia Library Association interested in initial and continuing professional education for librarianship may become members of this Interest Group by attending the annual meetings and/or by reporting their names to the Administrative Services Coordinator of GLA.

ARTICLE V. Officers

Section 1.

The officers of this Interest Group shall consist of a chair, a vice-chair/chair elect and a secretary. The duties of the chair, vice-chair/chair elect and the secretary shall be those usually performed by such officers in deliberative assemblies.

Section 2.

The officers of this Interest Group shall be elected by the members of the Interest Group at the regular annual meetings of the Georgia Library Association.

ARTICLE VI. Meetings

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

ARTICLE VII. Amendment of Constitution and Bylaws

Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting.

Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

Bylaws

ARTICLE I. Nominations

Section 1.

A committee to nominate candidates for the elective officers shall be appointed by the chair no later than two months before the annual meeting of the Interest Group. The report of this committee shall be made at the Interest Group meeting. Nominations from the floor shall be in order.

Section 2.

Election of officers shall be by ballot cast by the members of the Interest Group at the meeting. A majority vote constitutes an election.

ARTICLE II. Quorum

Membership present at any meeting shall constitute a quorum.

ARTICLE III. Membership

The secretary shall keep a roster of members.

ARTICLE IV. Committees

The chair shall appoint such committees as are necessary to transact the business and execute the program of this Interest Group.

Reference Services Interest Group

The Reference Services Interest Group resulted from the 1984 reorganization of the Georgia Library Association. Prior to the reorganization, it was known as the Reference Services Division.

The Reference Services Division was organized as a result of a petition bearing the required number of signatures of association members. The organizational meeting was held in the Alabama Room of the Sheraton Biltmore Hotel on October 1969, during the biennial conference of the association. Frances Muse, acting Chair, and a prime mover in the circulation of the petition, presided. Officers elected were: Carl Franklin, Chair, and Jane Hobson, Secretary. The petition for a Reference Services Division was initiated to fill the need for a section to sponsor programs and projects closely related to the work of reference librarians. While there were sections representing all other major areas of library work, reference librarians were not represented. The purpose of the Division, therefore, was to advance the informational, bibliographical and research services in all types of libraries and at all levels within the State of Georgia.

The Reference Services Interest Group has remained a popular forum for the exchange of ideas, numbering over 200 members in the 1990's.

Reference Services Interest Group Bylaws

Adopted October, 1983, and most recently amended October, 1993.

ARTICLE I. Name

The name of this organization shall be Reference Services Interest Group, Georgia Library Association.

ARTICLE II. Object

The object of this organization shall be to promote the exchange of ideas and methods in reference services in all types of libraries in Georgia.

ARTICLE III. Membership

Any member of the Georgia Library Association who is interested in reference service shall be eligible to full membership in the Reference Services Interest Group.

ARTICLE IV. Officers

Section 1.

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect, a Secretary-Treasurer. These officers shall be elected at a regular meeting and shall hold office for one year or until their successors are elected.

Section 2.

These officers shall perform the duties usually attached to these offices.

ARTICLE V. Committees

Section 1.

A nominating committee consisting of three members shall be selected prior to the meeting at which elections will be held and shall be charged with the responsibility of presenting a slate of officers for the consideration of the membership at a regular meeting.

Section 2.

Other committees of the Reference Services Interest Group shall be authorized by a majority vote of those members attending the regular meeting or at the will of the Interest Group Chair.

Section 3.

The Chair of the Reference Services Interest Group shall appoint the committee chair. The committee chair may, with the approval of the Interest Group Chair, appoint members of their committees.

ARTICLE VI. Meetings

Section 1.

Regular meetings shall be held in conjunction with the conference of the Georgia Library Association unless otherwise ordered by the membership.

Section 2.

All or part of one meeting held during the conference of the Georgia Library Association shall be devoted to the transaction of business and shall include the election of officers.

ARTICLE VII. Amendment to the Bylaws

These bylaws may be amended at any regular meeting of the Reference Services Interest Group by a two-thirds vote of those present, provided such notice was given prior to the announcement of the meeting.

Technical College Interest Group

Technical College Interest Group Constitution

ARTICLE I. Name

This organization shall be called the Technical College Interest Group of the Georgia Library Association.

ARTICLE II. Object

Section 1.

To provide a forum where librarians from Georgia's technical colleges may meet to discuss and act on matters of specific interest to libraries in technical colleges.

Section 2.

To actively participate in the Georgia Library Association (GLA) which provides a forum where librarians from Georgia's technical colleges may meet and interact with colleagues in other library settings throughout Georgia to discuss and act on matters of interest to all libraries.

ARTICLE III. Relationship to Georgia Library Association

This Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

ARTICLE IV. Membership

Membership shall be composed of any librarian of any of the Georgia Department of Technical and Adult Education (GDTAE) colleges, or any other postsecondary college with a technical education component as part of its curriculum.

ARTICLE V. Officers

Section 1.

Officers of the TCIG shall consist of a Chair, a Chair-elect, and a Secretary.

Section 2. Duties of Officers.

The Chair shall call and preside at all TCIG meetings, appoint committees and be the Group's representative on the GLA Interest Group Council.

The Chair-elect shall assume the duties of the Chair in the absence of the Chair.

The Secretary shall take the minutes of all TCIG meetings, keep a record of all official actions of the Group, and assume the duties of the Chair in the absence of both the Chair and Chair-elect.

These three officers shall constitute the Group's Executive Committee.

ARTICLE VI. Meetings

A meeting shall be held at the time and place of the annual COMO conference. Other meetings of the Group shall be called by the Chair. The time, location, and forum of those meetings shall be determined by the Chair. A majority of the members present shall constitute a quorum.

ARTICLE VII. Amendments

Section 1.

This Constitution may be amended by placing the proposed amendment on the listserv and collecting votes for a period of two weeks. At the end of two weeks, votes shall be counted and the amendment shall pass with a two-thirds majority of the members responding in favor of the proposed amendment.

Section 2.

Bylaws may be adopted, amended or repealed by a majority vote of the members voting at any meeting at which a quorum is present.

Bylaws of the Technical College Interest Group

ARTICLE I. Governing Procedures

Robert's Rules of Order, current edition, shall govern Decorum and Debate.

ARTICLE II. Rights and Privileges

Section 1.

Librarians employed by a technical college or by any other postsecondary institution with a technical education component in the State of Georgia shall be eligible for membership.

Section 2.

Each member shall have the right to one vote.

ARTICLE III. Meetings

Meetings shall be called at the discretion of the Chair with the exception of the annual meeting held at the Georgia Council of Media Organizations (GaCOMO) Conference. Called meetings can be held at a single location or can be held at several locations linked by GSAMS network. Times, locations and forum of called meetings shall be determined and announced to the Group membership by the Chair. The GDTAE Technical Institute Library Listserv may also be employed to discuss and act on Group issues.

ARTICLE IV Quorum

Membership at any meeting shall constitute a quorum.

Technical Services Interest Group

Technical Services Interest Group

The Catalogers Division of the Georgia Library Association voted at its meeting in March 1947 to be organized as a regional group and to request affiliation with the ALA Division of Cataloging and Classification. On June 30, 1947 ALA accepted the group as its 17th regional group. At the 1957 meeting the group voted to follow the lead of ALA and broaden its scope to include librarians in the fields of acquisitions, serials and copying processes. Accordingly, its name was changed to Resources and Technical Services Division of GLA. It became part of the Interest Group Council as part of the 1984 GLA reorganization. The name was changed to Technical Services Interest Group in 1998.

Technical Services Interest Group Constitution and Bylaws

Approved December 11, 1959, with Amendments through 2007

ARTICLE I. Name and Object

Section 1.

The name of this interest group shall be the Technical Services Interest Group (TSIG) of the Georgia Library Association.

Section 2.

Its object shall be to contribute to library service in Georgia through encouragement and promotion of activities in the fields of acquisitions, cataloging, classification, serials, and related fields, and through cooperation with the Georgia Library Association.

ARTICLE II. Relation to the ALA Association for Library Collections & Technical Services (ALCTS) Division

This interest group is organized as one of the regional groups of the ALA Association for Library Collections & Technical Services (ALCTS) Division. The constitution and bylaws of that association, as far as they obligate the regional groups, shall be considered as part of this constitution.

ARTICLE III. Membership

Any member of the Georgia Library Association engaged or interested in the work of acquisitions, cataloging, classification, serials, and related fields, in the state of Georgia may become a member of this interest group.

ARTICLE IV. Officers

Section 1.

The officers shall be Chair, Vice-Chair/Chair-Elect and Secretary, elected at the annual meeting. Preferably, the person who serves as Chair should be a member of the ALA Association for Library Collections & Technical Services (ALCTS) Division. The Chair, Vice-Chair/Chair-Elect, Secretary and the previous Chair shall constitute the Executive Committee.

Section 2. Terms of Office

The Chair, Vice-Chair/Chair-Elect, and Secretary shall each serve a one-year term, according to the GLA Constitution's terms of office.

Section 3. Duties of Officers

- a. The Chair shall, preside at all meetings; make committee appointments; and represent the association on the Interest Group Council of the Georgia Library Association, and with the Executive Committee, plan meetings and programs.
- b. The Vice-Chair/Chair-Elect shall preside in the absence of the Chair; plan seminars or other programs with the assistance and approval of the Chair; and perform other assignments at the discretion of the Chair. The Vice-Chair assumes the office of Chair at the end of her/his term .
- c. The Secretary shall write and retain the minutes of meetings and handle correspondence/communication for the interest group. Within one month after any meeting, the Secretary shall send a report of the meeting to the Chair and Vice-Chair/Chair-Elect of the interest group. S/he will also send the minutes to the GLA Webmaster to post to the TSIG Web page.

ARTICLE V. Meetings

Regular meetings shall be held at the annual conference and the winter planning meeting of the Georgia Library Association. Special meetings may be called by the Executive Committee. Ten members shall constitute a quorum for a business meeting.

ARTICLE VI. Amendments

These articles may be amended by a two-thirds vote of the members present at a regular meeting.

Standing Committees

Auditing Committee

The Auditing Committee is appointed by the Executive Board for each year. All expenditures are to be accounted for in detail and accounts audited within 120 days after the annual session. Additional audits may be requested by the Executive Board if the need arises. (By-laws, Article VII, Section 4, Revised 1977.)

Specific Duty:

To audit the treasurer's books at the end of each year to determine that the funds have been properly credited and that all payments were authorized and have been substantiated by invoices and canceled checks.

The following recommendations of the committee were passed by the Executive Board in 1985:

1. The Committee recommends that an annual audit of GLA's financial records be made each January. If this is implemented, both the treasurer for the preceding year and the current year should be ex-officio members of the Auditing Committee. (This would mean they would be on hand for informational purposes rather than auditing their own records.)
2. The Committee recommends that a sheet for on-going expenses (salary, FICA, rent, etc.) not recorded on a standard Check Request Form be inserted in the regular sequence of Check Request Forms. This would give a complete listing of all checks and speed up the work of the Auditing Committee.
3. The Committee recommends that serious consideration be given to hiring a professional accountant for at least consultation.

Awards Committee

The Nix-Jones Award Committee was established by the Executive Board on January 3, 1969, for the purpose of honoring two outstanding leaders in Georgia Librarianship: Miss Sarah Jones (school libraries) and the late Miss Lucille Nix (public libraries). On January 9, 1970, the Executive Board changed the name of the committee to the Awards Committee and gave it the added responsibility for handling the technical aspects for Honorary Membership. Through the years additional awards have been added to the list of awards presented by GLA.

The Awards Committee representing public, school, special and college/university libraries is appointed by the President of the Georgia Library Association with the approval of the Executive Board. Responsibilities include:

- establishing criteria for all GLA awards
- publicizing the awards
- receiving and reviewing nominations
- determining whether or not awards should be given and, if so, who will receive them.

- obtaining and preparing each plaque, the presentation check(s), and appropriate certificates for each respective award. The Chairperson, or someone designated by him/her, is responsible for the preparation of the citations, and the actual presentation of the awards.

Nominations may be made by any member of the Georgia Library Association, except members of the Awards Committee, and should be sent to the Chairperson of this committee. A notice shall be placed in *The Georgia Library Quarterly* or sent out to all GLA members announcing the awards and seeking nominations within the year preceding the Annual Conference. Such notice shall specify the deadline for nominations, delineate the procedure for making nominations, and list the address of the Awards Committee Chairperson. Nominators may nominate only one person for each award during the year.

Awards will be presented each year during the annual conference. Each award recipient will receive a plaque and a check for \$100.00. Recipients of Honorary memberships will receive a certificate.

Individuals are eligible to receive each award one time. Receipt of an award in one category does not disqualify a person from consideration in another category.

Should no qualified candidate be found for a specific award, the Committee may recommend that no award be given in that category for that year. Nominations proposed but not approved during a given year will not be automatically reconsidered the following year. In order for a nominee to be considered, the nomination must be made during the year when the award will be presented.

The Nix-Jones Award is given to a practicing librarian for distinguished service to Georgia Librarianship. It recognizes substantial contributions to the library profession, such as: stimulation of library development, leadership in library programs, unusual and imaginative services, and outstanding support of Georgia's libraries.

Qualifications for the award:

- Must have made substantial contributions to Georgia librarianship at the state level.
- Must currently be employed in a Georgia library and have been employed in a Georgia library for at least three years.
- Must be a graduate of a library school accredited by the American Library Association or approved by the Board of Regents of the University System of Georgia, or an NCATE approved Masters program in media education.
- Must be a current member of GLA and have been a member for at least 3 years

The McJenkin-Rheay Award was established by an anonymous donor and approved by the Executive Board on July 17, 1981. It is given to recognize a librarian early in his/her career who has made outstanding contributions to the Georgia Library Association, to leadership as exemplified by the careers of the late Virginia McJenkin (school libraries) and Mary Louise Rheay (public libraries).

Qualifications for the award:

- Must have made outstanding contributions to GLA as an individual new to the profession.
- Must currently be employed in a Georgia library and have been employed in a Georgia library for three years.
- Must be a graduate of a library school accredited by the American Library Association or approved by the Board of Regents of the University System of Georgia, or an NCATE approved Masters program in media education.
- Must have completed his/her masters degree within the last 10 years
- Must be a current member of GLA and have been a member for at least 3 years

The Bob Richardson Memorial Award was established by the Executive Board in 1999 in recognition of Bob Richardson's dedicated service to the Georgia Library Association. It honors those who have given outstanding service to the Georgia Library Association.

Qualifications for the award:

- Must have made significant contributions to GLA through unselfish, dedicated service to the organization. This service should reflect involvement requiring extensive investment of time and effort.
- Must be a current member of GLA and have been a member for at least 3 years
- All GLA members are eligible for the Bob Richardson Memorial Award

The Nora Symmers Paraprofessional Award was established by the Executive Board in 2001. It is named in honor of Nora Symmers, an outstanding paraprofessional member of GLA. The Nora Symmers Paraprofessional Award recognizes an individual's contribution to GLA and the Paraprofessional Division through their efforts to promote and support the Paraprofessional Division and to encourage paraprofessional participation in GLA.

Qualifications for the award:

- Must have made significant contributions to the Paraprofessional Division
- Must have been employed in a paraprofessional position in a Georgia library for at least three years
- Must be a current member of GLA and have been a member for at least three years

The Charles Beard Library Advocacy Award was originally called the Library Advocacy Award. It was renamed in 2003 to honor Charles Beard, Georgia's strongest library advocate. The Charles Beard Library Advocacy Award is given each year to recognize someone not employed in or by a library who has made outstanding contributions to libraries.

Qualifications for the award:

- Must have made outstanding contributions to libraries at either the local, state or national level.
- Must NOT be a library employee, a library support service employee or a library vendor employee.
- GLA membership is NOT required.

Honorary Memberships are given to retired members of the Georgia Library Association who have contributed significantly to the work of the Association over a period of years. No more than three Honorary Memberships will be presented during any year.

A certificate of honorary membership will be awarded during the Annual Conference

Qualifications for honorary membership:

- Must be a person who has held a major office(s) in the Association or who has rendered outstanding service to sections, committees, roundtable, etc.
- Must be retired from librarianship. GLA members retired from one library position and employed in a new library position are deemed ineligible for GLA Honorary Membership prior to final retirement.
- Must be a member of GLA upon retirement and have been a member for at least three years.

The Library Support Services Award is given each year to recognize someone employed in a library support profession who has furthered library development or who has made outstanding contributions to Georgia libraries as part of his or her job or business. The award winner could be a vendor employee, an employee of an office or department that supports library services, or an employee of an individual institution.

Qualifications for the award:

- Must have provided outstanding support to further library development or made outstanding contributions to Georgia libraries as part of his or her job or business.
- Must be employed in a library support service profession or be a library vendor or employee.
- Must NOT be a practicing librarian.
- GLA membership is NOT required.

Budget Committee

At the meeting of the GLA Executive Board on January 7, 1956, a motion was passed providing for the appointment of a Budget Committee which is appointed by the President from the membership of the Executive Board subject to the approval of the Executive Board. Traditionally, the Past President has served as chairman of this committee, with the past Treasurer, the in-coming Treasurer and the Administrative Services Coordinator being named as members of the committee.

The Budget Committee has the responsibility of preparing the annual budgets of the Association and the investment of its funds. All budgets are presented to the Executive Board for approval.

Como Conference Committee

The First Vice-President/President-Elect chairs this Committee. Since 1988, The Georgia Library Association has participated in the Council of Media Organizations Conference. Since

1990, The COMO Conference has been the annual conference for GLA. The four organizations comprising COMO are: the Georgia Library Association (GLA), the Georgia Association for Instructional Technology (GAIT), Georgia Library Media Association (GLMA), and the Georgia Educational Publishers Association (GEPA). Conference responsibilities are rotated among GLA, GAIT and GLMA. These responsibilities include: Overall Conference Chair, Registration, Program, and Exhibits. A schedule of these rotated tasks is available.

If the annual COMO Conference ceases to exist or if the Georgia Library Association withdraws from the Council, then the guidelines for previous conference committees which are located in **Appendix 1: Historical Information** will be followed.

Constitution and Bylaws Committee

The committee, consisting of a Chair and other named members, is appointed annually by the President. Its function is to keep the Constitution abreast of the times. Suggestions from members are welcomed by the Chair.

The earliest record of a committee was in the period of 1941-44 with Miss Ella May Thornton as Chair. Work on the Constitution evidently continued under the chairmanship of Charles H. Stone from Mercer, who presented the Constitution and Bylaws at the Conference in Atlanta on April 22, 1949. To reflect changes in the organization of the Association, the Constitution and Bylaws were rewritten and approved at a special meeting in Atlanta on March 30, 1984.

The Georgia Library Quarterly Editorial Board

The Georgia Library Quarterly, the official journal of the Georgia Library Association, began in March 1964 as The Georgia Librarian. Its primary purpose is to communicate information about the business and activities of the Association and its divisions, interest groups, and committees to the membership. A further purpose is to communicate news of Georgia libraries and librarians, as well as information of interest to them.

History:

GLA President Walter T. Johnston appointed the first Editorial Board of The Georgia Librarian during the 1963-65 biennium. GLA members responsible for the first issue were Grace Hightower, editor, and Porter Kellam, Helen Fattig, Sarah Maret, and Mary Edna Anders. The number of board members has varied over the years.

Organization:

The Editorial Board consists of a chair who serves as editor and members who represent academic, public, school and special libraries. The editor is appointed by the president with the approval of the Executive Board, which also appoints the members of the Editorial Board in consultation with the editor. An associate editor, book review editor, advertising manager, and additional supporting editors may be named. The editor and members of the board are appointed for two year terms and may be reappointed.

Guidelines:

1. The Editorial Board is responsible for planning, collecting materials, editing, and issuing The Georgia Library Quarterly at regular intervals.
2. The Editorial Board is responsible for implementing the editorial policy of The Georgia Library Quarterly.
3. Final decision for publication is made by the editor.
4. Any changes in the editorial policy must be approved by the Executive Board.

Duties:

1. The board confers with and advises the editor on all policies governing The Georgia Library Quarterly.
2. Each member of the board solicits articles and gathers news for submission to the editor.
3. The editor receives and edits the material to be included in each issue and is responsible for advertising matters, which are generally delegated to an associate editor.
4. The editor prepares all copy and deals with the printer and mailing service.
5. The contracting service which maintains membership records supplies the editor with mailing labels. The service also maintains subscription records and the exchange list, supplying those labels as well.
6. The editor preserves two copies of each issue in the Editorial Board files, and copies are also preserved with the Association archives.
7. The editor serves as an ex officio member of the Executive Board.

Governmental Relations Committee

This committee serves as liaison between the Association and the legislative bodies of state and national governments in matters concerning libraries and communicates the desired goals of libraries to these legislatures. A primary function of the committee is to coordinate Library Day activities in Atlanta and Washington for members of the Association. The committee was formerly named the Federal Relations Committee but the name was changed in 1967. The committee may act officially on behalf of GLA with state government, especially concerning matters pending in the Georgia General Assembly.

Handbook Committee

A Handbook Committee was created in 1967 to collect all available information about the Georgia Library Association's history, purpose, organization, and functions to be put in one book. It was agreed that a copy would be placed in the hands of all members of the Executive Board, Round Table Chairs, and certain committees, with the understanding that the Handbook would be passed along to each successor for the succeeding year. However, in 1985 a loose-leaf edition of the handbook was distributed to each member of the association.

Every effort is to be made to fill in, update and revise the Handbook on a continual basis so that it will be a storehouse of information on the past, the present, and the future of the Georgia Library Association. The Immediate Past President and the First Vice-President/President-Elect of the Association serve as members of the Committee. (See Immediate Past President, First Vice-President/President-Elect, Revised, 1977.)

If the committee chooses to meet frequently, it would be advisable to have as many members as possible from the same geographical area. The Chair is usually invited to attend Executive Board meetings, in order to insure that all substantive changes in the Association are incorporated into the Handbook.

In 1989 the Handbook was transferred to microcomputer disks, and eventually into a set of WordPerfect files. In the 1991-93 biennium the Handbook became available in print, on disk in various formats, and online through the Georgia College EDUNET service. GLA officers were to automatically receive printed copies, and print or disk copies could be purchased by others at a nominal fee.

In 1998 the Handbook was moved to the GLA homepage to improve access to current documents for all GLA members.

(Note: The Handbook Committee assumed the duties of the Conference Manual Committee in 1971 and the Directory Committee in 1984. In 2002 the Executive Board voted to eliminate the Directory of Libraries which had been maintained by the Handbook Committee in favor of links on the GLA homepage to on-line lists of Georgia libraries.)

Membership Committee

The Membership Committee is a Standing Committee appointed by the President with the approval of the Executive Board. The Second Vice-President serves as its Chair and the Administrative Services Coordinator serves as an ex-officio member (GLA By-Laws, Article IV, Section 1-c). Prior to the 1969 Biennial Conference, the President had appointed the chair. In selecting members for this committee, an effort should be made to include members from different types of libraries and from various parts of the state in order for the Committee to have a better connection with potential GLA members.

The Membership Committee's purpose is to suggest and foster plans designed to solicit new memberships and encourage renewal of memberships of all librarians, active and retired; paraprofessionals; library/media graduate students; and library trustees, friends, and advocates.

The thrust of the recruitment process is based on the fact that the Georgia Library Association has survived and flourished since 1897 as the one statewide organization that has enabled librarians to join together and work toward quality library service for all Georgians.

The Association provides several types of membership. The Executive Board determines dues annually. **Dues listed below are for the 2006 membership year.**

- a. Regular - librarian/media specialist or library/media administrator - \$35.00.
- b. Paraprofessional - library or media center support staff - \$12.00.
- c. Student/Non-Salaried - library science or media student, library volunteer, or student assistant - \$12.00.
- d. Trustee/Friend - library trustee, library board member, or friend of the library - \$20.00.
- e. Retired - retired member - \$25.00.
- f. Supporting - membership which includes a donation to the Association - \$75.00.
- g. Sustaining - membership which includes a donation to the Association - \$100.00.
- h. Benefactor - membership which includes a donation to the Association - \$125.00.
- i. Organizational (non-profit) - library, media center, or other non-profit organization. Membership is for the organization and does not include membership benefits for individual employees - \$50.00.
- j. Corporate - corporation or for-profit organization. Membership is for the corporation and does not include membership benefits for individual employees - \$150.00.
- k. Honorary - a one-year membership bestowed to certain award winners.
- l. Life membership for retired members - an honorary membership bestowed by the Awards Committee to nominees that have contributed significantly to the work of the Association.

Nominating Committee

Prior to the annual COMO Conference, the President, with the approval of the Executive Board, appoints a Nominating Committee, composed of a Chair or Co-Chairs and four other members. This Committee prepares a slate of officers for presentation to the membership. (See Bylaws, Article II, Section 1, for the procedure.)

Public Relations Committee

The primary mission of the Public Relations Committee of the Georgia Library Association is to promote the Association, to promote support for all kinds of libraries in Georgia and to provide public relations ideas and support to member institutions.

Since the latter part of the 1940s, there has been some type of Publicity Committee. Until the advent of National Library Week, it was largely the duty of the Committee to disseminate information on the Georgia Library Association especially during the Annual Conference. The purpose of the 1970 GLA Publicity Committee broadened the scope to embrace all state library publicity plus publicity for the Annual Conference.

On January 3, 1979, a state Publicity Committee was created by the Executive Board "to embrace National Library Week, Book Week, the Annual Conference and in general support the work of the Association".

Because the marketing of the services of libraries involves much more than publicity, it was decided in March 1984 that the Publicity Committee be renamed the Public Relations Committee and that its purpose be expanded to include promotion of the whole spectrum of modern communication between institutions and the people who use their services.

Records Committee

In 1970 a committee was established to assemble all records of the Georgia Library Association in a workable order. These archival records are currently held at the Emory University Special Collections Department.

Preliminary work was done by the Chair, Miss Sarah Jones, assisted by Miss Virginia McJenkin, the Executive Secretary, Mrs. Ann Cobb and the President. The Executive Board recommended that the Committee be continued in order to keep the records up-to-date.

The committee consists of a chair, plus at least one other member and the Archivist. It is suggested that members be appointed from past officers of the Association, with the chair having served on the Committee for the past year. The Secretary of the Executive Committee is responsible for collecting the current records at the end of the year from the Executive Board and forwarding them to the Archivist.

The Committee's functions are:

1. To receive, sort and prepare the records of the Georgia Library Association. These include Division, Interest Group and Committee files.
2. To keep copies of all conference programs; The Georgia Library Quarterly; Executive Board minutes; Treasurer's records; and other official records.
3. To forward the records to the official archives.

Scholarship Committee

The purpose of the Scholarship Committee is to administer the Scholarship Program of the Association. The Committee consists of a Chair, appointed annually by the President and any member of GLA who volunteers to serve on the committee.

The primary functions of the Committee are:

- To draw up or revise requirements for awarding any scholarship granted by the Association.
- To publicize the Scholarship Program.

- To answer all requests for information.
- To judge the applications and award the scholarship(s).
- To assure that the conditions of the award are adhered to by the recipients.
- To solicit additional funds for the Hubbard Scholarship and encourage the establishment of additional scholarship grants.
- To present certificates to scholarship donors who have contributed \$50.00 or more during a calendar year.
- To request the disbursement of funds to scholarship winners.

The administration of the Hubbard Scholarship is the primary concern of the Scholarship Committee at the present time. Each year many applications are received and selecting the best applicant involves all of the committee members. The chairman has been responsible for answering requests for information and for distribution of application forms. Up-to-date information has been submitted for incorporation in publications such as *The Annual Register of Grant Support*, which lists financial aid for library school students. Announcements have been placed in professional journals such as the Georgia Library Quarterly.

C. S. Hubbard Scholarship

The origins of the Hubbard fund are obscure. The Georgia Libraries News Bulletin (v. 17, no. 2, December, 1962, p.5) states that it was created in 1960 to honor C. S. Hubbard, for many years Director of the Division of Instructional Materials and Library Services of the State Department of Education. A detailed history of the Fund can be found in the Historical Section of this handbook or in the Scholarship Committee Files.

Currently the committee awards one \$3,000 scholarship per year. Information regarding applications and regulations may be obtained from the Chairman of the Scholarship Committee or the Administrative Services Coordinator.

Qualifications for the Hubbard Scholarship

The Scholarship recipient must:

- Be completing the senior year in an accredited college or university or be a graduate of such an institution.
- Be accepted as a student in a master's degree program or higher level at a library school accredited by the American Library Association, or the Valdosta program while they await accreditation.
- Be ready to begin a program of study not later than the Fall term of the year in which the scholarship is awarded.
- Indicate an intention to complete degree requirements within three years.
- Maintain a passing grade average throughout the program.
- Agree to work for one year following graduation from library school in a library-related capacity in Georgia or agree to pay back a prorated amount of the Award plus interest at

the existing rate for federal Guaranteed Student Loans at the time repayment commences. Repayment must be made within a two-year period. The GLA Treasurer, Administrative Services Coordinator, and Scholarship Chair will assume responsibility for collecting this repayment.

Past recipients are listed in the historical pages at the end of the Handbook.

Student Assistants Committee

The Student Assistants Committee has the responsibility of conveying to the student library assistants of Georgia the support, encouragement and cooperation of the Georgia Library Association. The purpose of this committee is:

1. To inform the student library assistants throughout the state that GLA is supporting them and wishes to assist them in their state organizations.
2. To give more recognition to the activities of student library groups.
3. To urge membership and participation in local, district, and state organizations because of the value and importance of the learning experiences which could lead to a career in librarianship.
4. To encourage librarians to recognize and develop leadership qualities of local assistants who might become officers in district and state organizations.

The Georgia Association of Library Assistants (GALA), a student organization, was founded March 29-30, 1957 at a meeting sponsored by the Student Assistants Committee of the Georgia Library Association. At this meeting, a constitution was drafted and adopted, and the first state officers were elected. In September 1976, the name was changed to the Georgia Association of Media Assistants (GAMA) to better reflect the philosophies of the association, which advocate the use of all forms of communications in our school media centers.

GAMA is governed by an Executive Board comprised of an Executive Council (officers of the Association, chairs of Standing Committees, and the presidents of district organizations) and an Advisory Council (Chair of the Student Assistants Committee of the Georgia Library Association, Chair of the School Media Division of the Georgia Library Association and the library/media specialist-sponsors of all members of the Executive Council). The Executive Board meets three times a year and acts for the association between conventions according to the stated guidelines in the Lamppost, the GAMA handbook.

A convention is held each year for all GAMA members. At this annual meeting the student library/media assistants attend workshop sessions that deal with the various facets of library-media center operations and take part in business meetings that concern the continuing operation and future direction of the Association. Various awards and citations are also given to those library/media clubs that have done an exemplary job during the year to promote their library/media centers or have created outstanding scrapbooks, bulletin boards, or media displays. The four most outstanding clubs receive awards of \$50.00 each to be used at their discretion in their library-media centers. Presently GAMA awards an annual scholarship of \$900.00 to a future media specialist.

The Georgia Library Association and the Georgia Library Media Association are the parent organizations and sponsors of GAMA. These two organizations support endeavors and activities, and extend both assistance and advice when the need arises. The Chair of the Student Assistants Committee of GLA and the Chair of the GAMA Committee of GLMA are members of the GAMA Executive Board, and have traditionally been the official liaison between GAMA and the two parent organizations.