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# **Georgia Library Association - Bylaws**

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## **Bylaws**

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### **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 Association Board upon the approval of the membership. Basic dues will entitle an individual to membership in the Association and to divisions and/or interest groups as desired. The Association Board shall determine the need for a registration fee at meetings and shall set the amount of the fee for the same.

### **ARTICLE II. Nomination and Election of Officers**

#### Section 1. Nominations

The Nominating Committee is composed of a Chair or Co-Chairs and as many as four other members, ideally representing public libraries, school media centers, college and university libraries, and special libraries. Pursuant to guidelines approved by the Association 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 made available 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 the President, Vice-President/President-Elect, and Secretary shall begin January 1 of the year following the election and end December 31 of that year. The term of office for the Vice-President for Membership and the Vice-President for Marketing and Branding shall begin on January 1 of the year following the election and shall run for two years ending on December 31 of the second year. The term of office for the Treasurer shall begin on January 1 of the year following the 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.

- d. Terms of the Vice-President for Membership and the Vice-President for Marketing and Branding shall be staggered so that only one of these positions is filled each year.

### 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 Association 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 Association Board. The Administrative Services Coordinator is responsible to the President and to the Association 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 Association Board**

### Section 1. Officers

- a. The duties of the President shall be such as are implied by the title, except as modified by the Bylaws. The President shall serve as Chair of the Budget Committee, as Co-Chair of the Conference Committee and as an Ex-officio member of all other committees except the Nominating Committee.
- b. The Vice-President/President-Elect shall assume the duties of the President in his or her absence and shall serve as Co-Chair of the Conference Committee.
- c. The Vice-President for Membership shall assume the duties of the Vice-President/President-Elect in his or her absence and serve as Chair of the Membership Committee.
- d. The Vice-President for Marketing and Branding shall oversee the work of the Public Relations committee, the Webmaster, and other out-facing aspects of the Association focusing on the public image of the Association.
- e. The Secretary shall take minutes of all sessions of the Association and all Association Board Meetings.

- f. 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. Association Board

It shall be the duty of the Association 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 Association 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 Association Board. When conditions require such action, the Association Board may discontinue any standing committee, subject to approval by the membership.

[Awards Committee](#)  
[Budget Committee](#)  
[Conference Committee](#)  
[Constitution and Bylaws Committee](#)  
[Georgia Student Media Festival Committee](#)  
[Governmental Relations Committee](#)  
[Handbook Committee](#)  
[Membership Committee](#)  
[Nominating Committee](#)  
[Public Relations Committee](#)  
[Records Committee](#)  
[Scholarship Committee](#)  
[Student Assistants Committee](#)

## Section 2. Appointment

The President shall appoint a new Vice-Chair/Chair-Elect each year for committees that do not have a method established elsewhere in the Bylaws or Handbook for selecting a chair. The President shall also appoint members for all committees. The Chairs of the Georgia Student Media Festival, Membership, Public Relations, Scholarship, and Student Assistants Committees may allow volunteers in addition to the members appointed by the President.

### Section 3. Terms of Office

The Vice-Chair/Chair-Elect of a committee is appointed for a two-year term serving one year as vice-chair and one year as chair. With the exception of the Conference Committee, all other appointed 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. Non-appointed members working on the Georgia Student Media Festival, Membership, Public Relations, Scholarship, and Student Assistants Committees may volunteer for an indefinite term.

### Section 4. Conference Committee

The Association's President and Vice-President/President-Elect shall serve as co-chairs of the Conference Committee. The Association's Treasurer shall serve as a member of the Conference Committee, taking on the role of treasurer of the conference as needed. The Association's immediate past president shall serve on the Conference Committee in an advisory capacity. In addition to those listed above, the Conference Committee shall include 12 appointed members. Members of the Conference Committee shall be appointed for a three-year term. Membership of the Conference Committee shall be staggered with four new members appointed each year. Members may be reappointed for a second consecutive term, but not to a third consecutive term. A one-year break in service is required before serving additional terms. The Co-Chairs may solicit the help of additional volunteers as needed.

### Section 5. 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 as needed. The name of the official organ or any changes to the name shall be recommended by the Editorial Board for final approval by the Association Board. The official organ shall be published periodically as determined by the Editorial Board and the Association Board.

### 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 Association 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 Association Board.

- d. The terms of the Chair and members of the Editorial Board shall be at the discretion of the Association 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 President shall be appointed at the time of the change of officers by the President from the membership of the Association Board subject to the approval of the Board, to prepare the annual budget. The Treasurer shall be one of the appointed members. The budget shall be submitted to the Association Board for approval.

### Section 2. Travel Expenses

The Association 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 Association Board shall authorize the payment of all bills by the Treasurer.

### Section 4. Bonding

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