

Georgia Library Association - Bylaws

ARTICLE I. Dues

Section 1. Association Dues

Dues are payable annually upon the receipt of the due date notice. The amount for dues will 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 will determine the need for a meeting registration fee and will set the fee amount for the same.

ARTICLE II. Nomination and Election of Officers

Section 1. Nominations

The Nominations and Elections Committee comprises a Chair or Co-Chairs and up to four other members, ideally representing public libraries, school media centers, college and university libraries, and special libraries. Under guidelines approved by the Association Board, the Nominations and Elections Committee will prepare a slate of candidates for each office for presentation to the membership. At least two names will be submitted by the Committee for each office on the slate, specified in Constitution Article V. See also Constitution Article VI regarding ALA Councilor and Constitution Article VII regarding the SELA Representative. The Committee's slate of candidates will be published annually in the official organ and/or through posting to the association listserv or website. Additional nominees may be submitted to the Nominations and Elections Committee via petitions containing a minimum of 10 percent of the membership if submitted by August 10, following the publication of the slate. If a nominee withdraws before August 10, the nominations committee may offer another candidate in their place. The new candidate will be announced to the membership via email and the website. The election can run with one candidate if the Nomination and Election committee cannot find an alternative candidate.

Section 2. Election

- a. Election ballots will be made available to the membership by September 1.
- b. A plurality of the votes cast by 20 days from the date when voting begins will constitute an election for each office.
- c. Terms for the President, Vice-President/President-Elect, and Secretary will 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 will begin on January 1 of the year following the election and will run for two years ending on December 31 of the second year. The term of office for the Treasurer will begin on January 1 of the year following the election and will run for three years ending on December 31 of the third year. The terms of the ALA Councilor and the SELA Representative will begin and end as set out in the constitutions and bylaws of the American Library Association and the Southeastern Library Association (see also GLA Constitution Article V).

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

Section 3. Interest Group Council

The Interest Group Council's members will elect the officers during the annual election of GLA board member officers coordinated by the Nominations and Elections Committee. Nominees for the officers must be a current chair or vice-chair of an interest group or have been a chair within the last three years. 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 to select these officers to complete the term. The call will emanate from the President of the Association.

Section 4. Divisions, Sections, and Interest Groups

Divisions, Sections, and Interest Groups will hold elections in conjunction with the annual elections.

Section 5. Nominations and Election Procedures

The full procedures, calendar, and details for GLA nominations and elections will be maintained in the GLA Handbook.

ARTICLE III. Administrative Services

Section 1. Appointment and Responsibility

A company or individual will be contracted by the President with the advice and consent of the Association Board to handle the administrative services of the Association. This company or individual will be referred to as GLA Administrative Services and is responsible to the President and to the Association Board.

Section 2. Administrative Services Liaison

An Administrative Services Liaison will be appointed biennially by the President and Vice President/President-Elect, with the advice and consent of the Association Board. The Administrative Services Liaison will be the primary point of contact for GLA Administrative Services. The GLA President, Treasurer, and Vice-President for Membership act as secondary liaisons to GLA Administrative Services. The Administrative Services Liaison will act as GLA Parliamentarian.

ARTICLE IV. Duties of Officers and Association Board

Section 1. Officers

- a. The duties of the President will be such as are implied by the title, except as modified by the Bylaws. The President will serve as Chair of the Budget Committee and as an Ex-officio member of all other committees except the Nomination and Elections Committee. With the approval of the Executive Board, the President will appoint a new Vice-Chair/Chair-Elect for committees that do not have a method established elsewhere in the Bylaws for selecting a chair and will also appoint members of the Nominations and Elections Committee.

- b.—The Vice-President/President-Elect will assume the duties of the President in their absence. The Vice President/President-Elect will serve as a member of the Budget Committee.
- c. The Vice-President for Membership will assume the duties of the Vice-President/President-Elect in their absence and serve as Chair of the Membership Committee.
- d. The Vice-President for Marketing and Branding will serve as Chair of the Marketing and Branding Committee and oversee the work of the Webmaster and other out-facing aspects of the Association, focusing on the public image of the Association.
- e. The Secretary will take minutes of all sessions of the Association and all Association Board Meetings. The Secretary serves as a member of the Records Committee.
- f. The Treasurer will handle the Association's funds, keeping itemized records of receipts and expenditures. The Treasurer will serve as a member of the Budget Committee. The Treasurer will serve on the Conference Committee and serve as the Treasurer of the Conference. They will pay accounts due after the annual conference, turning over the unexpended balance to the incoming Treasurer.
- g. Duties of officers are further explicated in the GLA Handbook.

Section 2. Association Board

It will 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. The Executive Committee is defined in Constitution Article V.

Section 4. Records

All officers will transmit to the newly elected officers all records and funds at the close of the year or by the time of the Mid-winter meeting.

ARTICLE V. Committees

Section 1. Standing Committees

Standing committees perform ongoing functions designed to carry out the business of the Association and undertake specific charges by the Executive Board of the Association.

There will be the following standing committees. The Executive Board may discontinue any standing committee, subject to approval by the membership. (Constitution Article X Section 2).

Awards Committee
Budget Committee
Conference Committee
Constitution and Bylaws Committee Georgia
Student Media Festival Committee Advocacy
Committee
Handbook Committee
Membership Committee

Nominations & Elections Committee
Marketing & Branding Committee
Records Committee
Scholarship Committee

A new Standing Committee may be proposed by the Executive Board, subject to the approval of the membership. (Constitution Article X Section 2).

Section 2. Committee Membership

Committee membership will be established in a variety of ways as defined in this section of the Bylaws.

Non-appointed members or volunteers make up the membership of the following committees. If additional members are needed, they may be appointed by the Chair of the Committee.

- Awards Committee
- Georgia Student Media Festival Committee
- Membership Committee
- Marketing & Branding Committee
- Scholarship Committee

Chairs of the following Committees will appoint members as needed:

- Constitution and Bylaws Committee
- Handbook Committee
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Membership of the following committees is as specified below.

Budget Committee

The Budget Committee is chaired by the President. Membership of the Budget Committee consists of the Vice President/President-Elect, the Past President, and the Treasurer. The President may appoint additional members to the Budget Committee as needed.

Conference Committee

The Association's Treasurer will serve as a member of the Conference Committee, taking on the role of Treasurer of the conference. The Conference Committee will include additional volunteers from the membership. The Chair may solicit the help of additional volunteers as needed.

Nominations and Elections Committee

Members of the Nominations and Elections Committee are appointed by the President, ideally representing all divisions of the Association and reflecting the diversity of the Association's membership.

Records Committee

The Records Committee is chaired by the GLA Archivist. The GLA Secretary serves as a member of the Records Committee. Additional members may be appointed by the Chair of the Records Committee as needed.

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. Except for the Conference Committee, all other appointed members of standing committees will 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 may volunteer for an indefinite term.

Section 4. Special Committees

The President may at any time appoint other committees as needed for any special work of the Association. A special committee will normally be dissolved following the completion of the assignment or conclusion of the term of the appointing President but may be continued at the pleasure of the incoming President and Executive Board.

ARTICLE VI. Publications

Section 1. Official Organ

The Association will issue an official organ and other publications as needed. The name of the official organ or any changes to the name will be recommended by the Editorial Board for final approval by the Association Board. The official organ will be published periodically as determined by the Editorial Board and the Association Board.

Section 2. Editorial Board

- a. There will 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 will be appointed by the President with the approval of the Association Board and will serve as editor of the official organ of the Association.
- c. Members of the Editorial Board will 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 will be at the discretion of the Association Board, except that the entire Board will serve until the next issue of the official organ following the annual conference has been issued.

ARTICLE VII. Expenditures

Section 1. Budget Committee

The Budget Committee (see Article V) will prepare the annual budget, which will 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 their representative on official business of the Association up to whatever amount is needed, provided sufficient monies to cover all outstanding bills plus \$50.00 always remain in the treasury.

Section 3. Payment of Bills

The President or one designated Association Board member will authorize the Treasurer's payment of all bills.

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