

PARAPROFESSIONAL SECTION
NEBRASKA LIBRARY ASSOCIATION
BYLAWS
1998

ARTICLE I. NAME

The name of this body will be the Paraprofessional Section of the Nebraska Library Association. Herein called the Section.

ARTICLE II. OBJECT

The object of this Section will be to contribute to the professional growth and development of its members and to promote activities related to paraprofessional interests.

ARTICLE III. RELATIONSHIP TO THE NEBRASKA LIBRARY ASSOCIATION

This body will be a Section of the Nebraska Library Association. The Constitution and ByLaws of that association, to the extent to which they are applicable, take precedence over these ByLaws.

ARTICLE IV. MEMBERSHIP

Section 1. Any individual who elects to be a member of the Section is required to be a member of the Nebraska Library Association.

Section 2. The membership, fiscal and conference years will be the same as those of the Nebraska Library Association

Section 3. The Nebraska Library Association splits the dues paid by each member among the Sections by the number of each paid member electing our Section before February 1st of each calendar year. Our dues will be due and payable before January 31st of each calendar year.

** Section 4. Voting Rights.
Each member not in default whose dues they currently pay will be entitled to one vote on each matter submitted to a vote of the members.

ARTICLE V. MEETINGS

Section 1. The fall meeting of the Section will be held at the time and place of the annual conference of the Nebraska Library Association.

Section 2. They will hold the spring meeting of the Section each year at a time and place determined by the Executive Board.

Section 3. The Executive Board may call special meetings of the Section with thirty days written notification to the members.

Section 4. A quorum will consist of those members there at an announced meeting or of the votes returned in a mail ballot.

ARTICLE VI. EXECUTIVE BOARD

Section 1. The Executive Board will determine policies and changes for the Paraprofessional Section within the limits of the Nebraska Library Association ByLaws and the Section ByLaws. It will take such action as it considers necessary to carry out the objectives of the Section and will do all such other functions as the membership will direct.

Section 2. The Executive Board will consist of the elected officers of the Section, the immediate past Chair and the Chairs of all Standing Committees. Each Board member will have one vote.

Section 3. The Board will meet a minimum of four times a year, and upon the request of the Chair or any member of the Board as necessary to conduct the business of the Executive Board.

Section 4. A quorum, defined as two-thirds of the Board members, must be present at a meeting to conduct business.

** Section 5. Members of the Executive Board may request mileage reimbursement to one Executive Board meeting a year. The amount per mile will be determined by the Executive Board each year.

ARTICLE VII. OFFICERS

Section 1. Officers and Terms of Office
The officers of the Section will be:

Chair One year, beginning the 1st of November following the election to November 1st of the next year.

Chair-elect One year, beginning the 1st of November following the election to November 1st of the next year and then succeeding to the office of the Chair.

** Secretary Two years, beginning the 1st of November following the election. The secretary will be elected in odd-numbered years.

Treasurer Two years, beginning the first of January following the election. The treasurer will be elected in odd-numbered years.

installation of the new officers at the Fall business meeting and will pass the gavel to the incoming Chair.

- Chair-elect The Chair-elect will assist the Chair in the performance of the duties of that office; will appoint and Chair the Nominating Committee; will assume all the duties and obligations of the Chair in case of the absence or withdrawal of the Chair; and will become Chair the year following his or her term of office as Chair-elect.
- Secretary The Secretary will record the minutes of all meetings of the general membership and the Executive Board; will submit minutes to all Executive Board members and the NLA Executive Secretary; will serve as Chair of the Archives Committee; will maintain a list of all past Chairs and all recipients of scholarships and awards; will provide official notification of the election to new officer's supervisors, directors or trustees as his or her final duty in office and will submit the annual report to the NLA Executive Secretary.
- Treasurer The Treasurer will receive a payment from the NLA Treasurer for 25% of the dues paid by Section members to the Nebraska Library Association and all other money paid to the group, giving a receipt of for the same; will keep an accurate account of all money owed the group; will draw all warrants on the Treasury in payment of claims against the group; will submit a report of all receipts and financial standing of the group at each meeting, with an annual report at the Fall Meeting and will make sure that there is an outside audit of the books annually.
- Past Chair The immediate past Chair will be a member of the Section Executive for one year succeeding his or her term; will serve on the archive committee; help the archive committee to collect the material necessary for preservation from his or her term of office and will carry out such other duties as the Chair will assign.

ARTICLE VIII. COMMITTEES

- Section 1. The Executive Board will establish Standing Committees, consisting of Membership, Program, Keynote, Liaison, Publicity, Archival, Citations, and ByLaws, for the purpose of delegating such powers and functions as the Board finds desirable for the conducting of its business and for carrying out the objectives of the Section. Volunteers from the general membership will fill these committees and will be responsible to and report to the Executive Board.
- Section 2. The Section Chair will designate the Chair of all committees except the Nominating Committee.
- Section 3. Standing Committee Chairs are voting members of the Section Executive Board.
- Section 4. The Nominating Committee will be formed after the Fall Meeting each year and will consist of three volunteer members and the Section Chair-elect who will serve as Committee Chair.
- Section 5. **Standing Committee Duties**
- Program** The Program Committee is composed of a Chair and additional committee members. The committee is responsible for planning the programs for the Spring and Fall meetings and coordinates the programs with other NLA Sections or library organizations to avoid conflicts.
- The Program Committee attempts to meet the needs of paraprofessionals across the state by promoting continuing education. The Committee works within a budget but attempts to produce programs and find speakers of regional, state and national significance.
- The Committee chooses and contracts speakers working within the Section Executive Board; prepares and distributes registration forms; prepares press releases or copy for the NLAQ and Keynote; mans the registration table at conferences and works with other NLA and Paraprofessional Section Committees.
- ByLaws** The ByLaws Committee is composed of a chair and additional committee members. The committee is responsible for writing and presenting proposed changes of the bylaws to the general membership for consideration. ByLaws must be “read” twice and voted on during general membership meetings.

The committee is then responsible for preparing, printing and distributing the updates to the members and to the NLA Executive Board. The ByLaws Committee meets initially in the Fall and then on an “as needed” basis.

Membership The Membership Committee is composed of a Chair and additional committee members. There is an initial meeting of this Committee at the beginning of each new year. Other meetings are scheduled as needed.

The Membership Committee works closely with the NLA Membership Committee and the NLA Executive Director. It is the duty of this committee to maintain a current roster of Section members; to help with the maintenance of names, addresses and phone numbers and to be a liaison between members and potential members and the NLA Executive Director to encourage and foster membership growth.

This committee works closely with the Section Secretary and Treasurer and may suggest methods to increase membership.

Newsletter The Section newsletter is the KEYNOTE. It is published quarterly in January, April, July and September.

The newsletter comprises an editor, who serves as the chair of the committee and contributing reporters. The committee is responsible for writing or soliciting articles, preparing copy for printing and mailing, and providing copies of the KEYNOTE to each Section member. The Committee publishes ByLaw changes that is often the “first reading”; they include program flyers or registration forms and publish news of changes within NLA and the Section.

Liaison The Liaison Committee is composed of a Chair and additional section members. The Liaison Committee is charged with the responsibility of making and maintaining contacts with other paraprofessional and library support groups throughout the country, including the ALA Membership Initiative Group(MIG) on Support Staff Activities. Using conventional methods including journal articles, personal contacts, Internet, etc., this committee establishes a link between the Section and similar groups. The committee provides requested information about the Section, answers surveys on paraprofessional activities and provides information to the general membership of state and national activities.

The Liaison Committee makes recommendations to the Executive Board on appropriate meetings or workshops that a scholarship winner could attend.

Nominations The Nominations Committee is chaired by the current Section Chair-Elect and includes additional section members. During February and March the Committee develops a slate of at least two candidates for Section offices for the coming year. Only current paid Section members are eligible to run for an office.

The Nominations Committee must prepare and submit the slate of candidates to the Executive Board by April 30 and notify the NLA Nominations Committee chair of the slate. The NLA Nominations Committee will be responsible for ballots and for conduction the elections. The committee must also submit candidates' pictures and biographies to the editors of the NLA and the KEYNOTE.

Publicity The Publicity Committee has a chair and additional Section members. The Committees principle responsibility is to be the public relations arm of the Section by providing methods for others to learn more about the Section. The committee designs and updates the Section brochure; helps the NLA Membership Committee with their brochure by providing Section information; provides letterhead stationery for the Section including acting as liaison between printers and the Section Executive Board; maintains the official "History" of the Section including history binders and photographs; maintains the camera and purchases film to take pictures of Section activities and programs and may help the Program Committee in planning and advertising Section activities.

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Citations The Citations Committee is composed of a Chair and additional committee members. This committee solicits nominations for Paraprofessional of the Year and provides the membership with nomination forms; works with the Membership Committee on the nominees' selection and advises the Section Executive Board of the nominees. The Board selects the winner. The Citations Committee writes a letter informing the award winner's supervisor of the award. The Paraprofessional of the Year will receive a cash award to be determined by the current Section Executive Board and a certificate.

Archives The Archives Committee is Chaired by the Section Secretary and is composed of the Secretary, Chair, Past-Chair, the

Keynote editor and one member-at-large. The purpose of the Committee will be to decide what records need to be archived and to provide for the archive of the records and disposal of all other records.

ARTICLE IX. NOMINATIONS AND ELECTIONS

- Section 1. The nominating Committee will present at least two candidates for the Offices of Chair-Elect, Secretary and Treasurer (every two years) to the Section Executive Board by April 1. The Committee will obtain the written acceptance of each nominee before the submission of the report. The names of each candidate with a short biography and photo will be published in the NLAQ.
- Section 2. They will read the report of the Nominating Committee at the Spring Meeting of the Section.
- Section 3. All dues paying members will be eligible to vote in the general election. Ballots with provisions for write-in votes to be sent to all members by the NLA nominations committee during the summer. NLA will tabulate the votes and report the findings before the annual business meeting in the fall.
- Section 4. A special election will be held at the Spring Meeting only for a vacancy in the office of Chair or Chair-elect.
- Section 5. The outgoing Secretary will send to the new officer's supervisors, directors, or trustees official written notification of the new officer's election immediately following the election.

ARTICLE X. POLICIES

- Section 1. Registration Fees and Refunds
All non-members will pay the regular registration fee whether they attend the full meeting or not. The Section will not refund registration fees after the registration deadline has passed.
- Section 2. Scholarships
Recipients of the scholarship must attend a library-related meeting. The amount allotted to each recipient will be determined by the Section Executive Board and the total of all such scholarships will not exceed \$500 in anyone calendar year. Recipients must know how they will fund any additional funds needed to attend the meeting. Recipients must be willing to give a presentation at the next general meeting and to write a short article for the Keynote about the meeting.

The Section may not offer scholarships every year depending upon needs, money in the treasury and other extenuating circumstances.

Section 3. **Audit Policy**
The Treasurer's book will be audited within three months after election and then annually after that. If the Treasurer resigns, an audit will be done immediately and annually after that.

Section 4. **Fiscal Policy**
All funds will be kept in an interest-bearing checking account in an establishment to be determined by the Section Executive Board unless the Executive Board determines that transferring some funds to an investment account would best serve the Section.

ARTICLE XI. GENERAL

Section 1. An affirmative vote of the majority members of the Section present at the time will be necessary to approve any action by the Section that is not specifically mentioned in the ByLaws.

Section 2. The majority vote of the members present may amend the ByLaws at any meeting of the Section after the proposed change has been presented at a previous meeting.

** New bylaw sections.