

Nebraska Library Association

Paraprofessional Section

**Nebraska Library Association
Paraprofessional Section
Bylaws Fall 2007**

Article I. NAME

The name of this body will be the Paraprofessional Section of the Nebraska Library Association. Here in 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 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 selecting our Section according to the NLA Bylaw Article VIII on Sections. Our dues will be due and payable according to the NLA Bylaw Article III on Membership, with reference to Membership Year.

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

Article V. GENERAL 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. We 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 a thirty days notification given to the members via written or electronic communication.

Section 4. A quorum will consist of all members in attendance at an announced meeting.

Article VI. EXECUTIVE BOARD

Section 1. The Executive Board will determine policies and changes for the 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 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 Executive 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 the current state government rate.

Article VII. OFFICERS

Section 1. Officers and Terms of Office

The officers of the Section will be:

Chair, one year, beginning when authority is transferred at the Fall General Meeting until the next Fall General Meeting.

Chair-Elect, one year, beginning when authority is transferred at the Fall General Meeting until the next Fall General Meeting and then succeeding to the office of the Chair, and the office of Past-Chair for one year.

Past-Chair, one year, beginning when authority is transferred at the Fall General Meeting until the next Fall General Meeting.

Secretary-Treasurer, two years, beginning in January following the election, until the final report has been submitted to NLA two years from that time.

Section 2. Election of Officers

The Nominating Committee will prepare and submit the slate of candidates to the Executive Board by April 30 and notify the NLA Nominating Committee Chair of the slate. The section will follow NLA guidelines for election of officers as described in their Bylaws.

Section 3. Executive Board Vacancies

In a vacancy in the office of Chair, the Chair-elect will complete the term of office. The Executive Board will designate a section member to discharge the duties of the Chair-elect until a new Officer can be elected at the next fall or spring meeting of the Section. In a vacancy in the office of Chair-elect, the Executive Board will designate a section member to discharge the duties of the Chair-elect until a new officer can be elected at the next fall or spring meeting of the Section. In a vacancy in any other office, the Executive Board will designate a section member to discharge the duties of the office for the duration of that term of office.

Any officer may be removed from office for failure to adequately do his or her duties. The majority of the Executive Board will accomplish this removal, and they will provide written notice to the officer in question.

Section 4. Duties of Officers

Chair

The Chair will be the chief executive officer of the Section, and subject to the Executive Board, will have general supervision and control over its programs and affairs; will preside over all meetings of the membership and the Executive Board; will recommend to the Board such measures considered desirable to further the objectives and broaden the effectiveness of the Section; will represent the Section at NLA Executive Board meetings; will maintain a record of the Section activities to be transferred to the incoming Chair; will plan for the installation of the new officers at the fall business meeting and will pass the gavel to the incoming Chair. Chair acts as liaison between our section and Para sections in other states. We help the archive committee to collect the material necessary for preservation from his or her term of office.

Chair-Elect

The Chair-Elect will assist the Chair in the performance of the duties of that office; 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. Chair-Elect will be a member of the NLA Continuing Education Committee, and is responsible for the Fall Programs at NLA/NEMA Conference. Chair-Elect will be a member of the Nominating Committee.

Secretary-Treasurer

The Secretary-Treasurer will record the minutes of all meetings of the general membership and the Executive Board; will submit minutes to all Executive Board members, will serve as Chair of the Archives Committee. The Secretary-Treasurer 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 a report at General Meetings; will insure Section dues allocation is received from the Nebraska Library Association Treasurer; and will file quarterly and annual reports with the NLA Treasurer and Executive Board. In the absence, incapacity, or resignation of the Treasurer, the backup signatory, who may be any one of the Chair-elect, Chair, or Past-Chair, will act as the Treasurer, until no longer needed.

Past-Chair

The immediate past Chair will be a member of the Executive Board for one year succeeding his or her term; will appoint and chair the Nominating Committee and will provide official notification of the election results to new officers' supervisors, directors, or trustees as his or her final duty in office; will 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, Spring Program, Web, Newsletter, Publicity and Citations, Nominating, Archival, 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 and the Archival Committee.

Section 3. Standing Committee Chairs are voting members of the 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 Past-Chair who will serve as Committee Chair. Chair-Elect will be a member of this committee.

Section 5. Standing Committee Duties

Spring Program Committee

The Spring Program Committee is composed of a Chair and additional committee members. The committee is responsible for planning the programs for the spring meeting, and coordinates the programs with other NLA sections or library organizations to avoid conflicts. The Spring 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 Executive Board; prepares and distributes registration forms; prepares press releases or copy for the *NLAQ* and *Keynote* (in conjunction with the Publicity and Citations Committee); and works with other NLA and Paraprofessional Section Committees.

Bylaws Committee

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. The committee is further responsible for preparing, printing, and distributing the updates to the members of the Section and the NLA Webmaster.

Membership Committee

The Membership Committee is composed of a Chair and additional committee members. 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; to be a liaison between members and potential members and the NLA Executive Director; and to encourage and foster membership growth. This committee works closely with the Executive Board and may suggest methods to increase membership.

Newsletter Committee

The Newsletter Committee is composed of an editor, who serves as the Chair of the committee, and contributing reporters. The Section newsletter is the *Keynote*. It is published two times a year to correspond with our Spring Meeting and the NLA Fall Conference. The committee is responsible for writing or soliciting articles, preparing copy for publication in print or electronic format, and for distributing or providing access to each Section member. The Committee publishes Bylaw changes that may be the "first reading"; may include program flyers or registration forms; and publish news of changes within the Section and NLA.

Nominating Committee

The Nominating Committee is chaired by the current Past-Chair, includes the Chair-Elect, and 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 Nominating Committee must prepare and submit the slate of candidates to the Executive Board by April 30 and notify the NLA Nominating Committee Chair of the slate. The NLA Nominating Committee will be responsible for ballots and for conducting the elections. The committee must also submit candidates' pictures and biographies to the editors of the *NLAQ* and the *Keynote*.

Publicity and Citations Committee

The Publicity and Citations Committee has a chair and additional Section members. The Committee's principal responsibilities are to be the public relations arm of the Section by providing methods for others to learn more about the Section (advertising with news releases, articles to newspapers or Systems' and NLC's newsletters, electronic mailing lists, etc.). 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 Executive Board; maintains the official "History" of the Section including history books and photographs (the Scrapbook); maintains the camera and purchases film, memory media, and other camera-related supplies to take pictures of Section activities and programs; and may help the Spring Program Committee in planning and advertising Section activities. In addition, 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 Executive Board of the nominees. The Board selects the winner. The Publicity and Citations Committee writes a letter informing the award winner's supervisor of the award. The Paraprofessional of the Year may receive a cash award and one paid year membership to the NLA Para Section, to be determined

by the current Executive Board. The recipient will receive a certificate. The Publicity and Citations Committee chair is also a member of the Web Committee.

Archival Committee

The Archives Committee is chaired by the Secretary-Treasurer and is composed of the Secretary-Treasurer, 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 (as per section retention schedule) and to provide for the archive of the records and disposal of all other records.

Web Committee

Web Committee consists of the Committee Chair, the Publicity and Citations Chair, and the Newsletter Chair. The Committee will maintain a list of all past Chairs, Secretaries, Treasurers, Secretary-Treasurers, and Para of the Year award winners; recipients of all scholarships; changes in officers; *Keynote* and minutes up on the web; Spring Meeting registration; and other items that become a part of the Para web site.

ARTICLE IX. NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee will present at least two candidates for the Offices of Chair-Elect (annually) and Secretary-Treasurer (every other year) to the Executive Board by April. The names of each candidate with a short biography and photo will be published in the *NLAQ*.

Section 2. A report of the Nominating Committee will be read at the spring meeting of the Section.

Section 3. All current paid members will be eligible to vote in the general election. Section will follow all NLA Bylaws in regards to elections.

Section 4. A special election will be held at the spring or fall meeting only for a vacancy in the office of Chair or Chair-elect.

Article X. POLICIES

Section 1. Refunds

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 event. The amount allotted to each recipient will be determined by the Executive Board. Recipients must be willing to write a short article for the *Keynote* about the event. The Section may not offer scholarships every year depending upon needs, money in the treasury, and other extenuating circumstances.

Section 3. Fiscal Policy

All funds will be kept in an interest-bearing checking account in an establishment to be

determined by the 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, as per Article V.

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 or been published in the *Keynote* or posted online.

Article XII. DISBANDING

Section 1. In the event the Section must disband due to failing membership, all current members must be polled prior to the decision. Two modes of contact, including but not limited to email and phone contact, will be used to contact the members. Nonresponse will be counted as a vote to disband. The Executive Board will make the final decision.

Section 2. The Section may continue to use their treasury funds up until the day they disband. Once the Section has disbanded, any remaining treasury funds will be transferred to NLA.