

**PARAPROFESSIONAL SECTION  
NEBRASKA LIBRARY ASSOCIATION  
BYLAWS  
as of May 1996**

**ARTICLE I.           NAME**

The name of this body shall be the Paraprofessional Section of the Nebraska Library Association, herein referred to as the Section.

**ARTICLE II.           OBJECT**

The object of this Section shall 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 shall 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 shall 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 March 15th of each calendar year therefore our dues shall be due and payable before March 14th of each calendar year.

**ARTICLE V.           OFFICERS**

Section 1.       The officers of the Section shall be the President, the President-elect, the Secretary and the Treasurer.

- Section 2.** The President shall be the chief executive officer of the Section and, subject to the Executive Board, shall have general supervision and control over its programs and affairs ; shall have authority to draw warrants in the absence, incapacity, or resignation of the Treasurer ; shall preside over all meetings of the membership and the Executive Board ; shall recommend to the Board such measures considered desirable to further the objectives and broaden the effectiveness of the Section ; shall represent the Section at NLA Executive Board meetings ; and shall maintain a record of the Section activities to be transferred to the incoming President ; shall plan for the installation of the new officers at the Fall business meeting and shall pass the gavel to the incoming President.
- Section 3.** The President-elect shall assist the President in the performance of the duties of that office ; shall appoint and chair the Nominating Committee ; shall assume all the duties and obligations of the President in the event of the absence or withdrawal of the President ; and shall become President the year following his/her term of office as President-elect.
- Section 4.** The Secretary shall record the minutes of all meetings of the general membership and the Executive Board ; shall submit minutes to all Executive Board members and the NLA Executive Secretary ; shall serve as chairman of the Archives Committee ; shall maintain a list of all past presidents, all recipients of scholarships and awards ; and shall provide official notification of election to new officers' supervisors, directors or trustees as his/her final duty in office. The Secretary shall submit the annual report to the NLA Executive Secretary.
- Section 5.** The Treasurer shall receive moneys from the NLA Treasure in the amount of 25% of the dues paid by Section members to the Nebraska Library Association and all other moneys paid to the group, giving a receipt for the same ; shall keep an accurate account of all moneys owed the group ; shall draw all warrants on the Treasury in payment of all claims against the group ; shall submit a report of all receipts and financial standing of the group at each meeting, together with an annual report at the Fall Meeting ; shall make sure that there is an outside audit of the books annually.
- Section 6.** The immediate past President shall be a member of the Section Executive Board for one year succeeding his/her term ; shall serve on the archives committee ; help the archives committee to collect the materials necessary for preservation from his/her term of office and shall carry out such other duties as the President shall assign.

Section 7. Terms of Office:

President: One year, from November 1st of one year to November 1st of the next year.

President-Elect: One year, from November 1st of one year to November 1st of the next year and then succeeding to the office of President.

Secretary: One year, from November 1st of one year to November 1st of the next year.

Treasurer: Two years, beginning the first of January the year following the election. The treasurer shall be elected in the odd years. The treasurer elected in 1995, shall serve until January 1, 1998. The next election for treasurer shall be held in 1997.

Section 8. In case of vacancy in the office of President, the President-elect shall complete the term of the office. The Executive Board shall designate some person to discharge the duties of the President-elect until a new officer can be elected at the next Fall or Spring meeting of the Section.

Section 9. In case of vacancy in the office of President-elect, the Executive Board shall designate some person to discharge the duties of the President-elect until a new officer can be elected at the next Fall or Spring Meeting of the Section.

Section 10. In case of vacancy in any other office, the Executive Board shall designate some person to discharge the duties of the office for the duration of that term of office.

Section 11. Any officer may be removed from office for failure to adequately perform his/her duties. This removal shall be accomplished by the majority of the Executive Board, and written notice shall be provided the officer in question.

ARTICLE VI. MEETINGS

Section 1. The Fall Meeting of the Section shall be held at the time and place of the annual conference of the Nebraska Library Association.

Section 2. The Spring Meeting of the Section shall be held each year at a time and place determined by the Executive Board.

Section 3. Special meetings of the Section may be called by its Executive Board with thirty days written notification to its member.

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

## ARTICLE VII. EXECUTIVE BOARD

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

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

Section 3. The board shall meet a minimum of 4 times a year, and upon the request of the President or any member of the Board as necessary to conduct the business of the Executive Board.

Section 4. A quorum, defined as 2/3 of the Board members, must be present at a meeting to conduct business.

## ARTICLE VIII. COMMITTEES

Section 1. Standing Committees, consisting of Membership, Program, Keynote, Liaison, Publicity, Archival, Citations, and ByLaws, shall be established by the Executive Board for the purpose of delegating such powers and functions as the Board finds desirable for the conduct of its business and for carrying out the objectives of the Section. These committees shall be filled by volunteers from the general membership and shall be responsible to and report to the Executive Board.

Section 2. The Section President shall designate the Chair of all committees except for the Nominating Committee.

Section 3. The Nominating Committee shall be formed after the Fall Meeting each year, and shall consist of three volunteer members and the Section President-elect, who shall serve as committee chairman.

Section 4. Ad Hoc Committees may be appointed by the Section President to meet needs not covered by the Standing Committees. The Chairs of such Ad Hoc Committee shall report to the Executive Board but shall not have voting status.

Section 5. Duties of the Standing Committees:

Program:

The Program Committee usually has between four and eight members. Their responsibilities include planning the programs for the Spring and Fall meetings, and coordinating our programs with other NLA Sections or similar library organizations to avoid conflicts. This attempts to meet the needs of paraprofessionals across the state in promoting continuing education opportunities, and support job growth through education. They may occasionally conduct "needs surveys" to find out what topics paraprofessionals are interested in.

The Program Committee works within a budget, but attempts to find speakers and programs of regional, state, or national significance in order to attract the greatest attendance.

The Committee is fairly active, usually meeting several times per year depending on the scope of the current year's plans. They keep in close contact with each other.

This committee chooses and contracts speakers working within the Section Executive Board ; prepare and distribute registration forms ; prepare presses releases or copy for NLAQ and Keynote ; man the registration table at conferences, work with other NLA and Paraprofessional Section Committees ; elects a chair who attends Section Exective Board meetings and is a voting member of the Executive Board.

ByLaws:

A less active Committee, the ByLaws committee is usually composed of a chair and two or three additional members. Since adopting our bylaws, there have been several ammendments and revisions which this committee has drafted with the guidance of the Section Executive Board. They are responsible for writing and presenting proposed changes to the general membership for consideration. ByLaws must be "read" twice and voted on during general membership meetings.

As changes are passed, the committee is 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 after that on an "as needed" basis. The chairman is a voting member of the Section Executive Board.

#### Membership:

The Membership Committee works closely with the NLA Membership Committee and with the NLA Executive Director. It is the duty of this committee to maintain a current roster of Section members, and to assist with the maintenance of names, addresses, and phone numbers.

This committee is also charged with being a liaison between members and potential members and the NLA Executive Director so as to encourage and foster membership growth.

Besides a chair, there are usually two or three other members. This committee works closely with the secretary and treasurer, and may suggest methods to increase membership, assist with planning flyers/brochures, etc. with the Publicity Committee.

There is an initial meeting of this Committee at the beginning of each new year, but other meetings are not usually required since most communication is accomplished by phone or mail. The chairman is a voting member of the Section Executive Board.

#### Newsletter:

The Section newsletter is the KEYNOTE. It is published quarterly in January, April, July, and September and a subscription is included with Section Membership.

This committee is comprised of an editor, who serves as the chair of the committee and who usually holds the position in perpetuity, and contributing reporters. There are some continuing columns, and an effort is made to publicize paraprofessional news of past, present, and future interest.

The committee is responsible for writing or soliciting articles, preparing copy for printing and mailing, and providing extra copies of the KEYNOTE as membership increases. The Committee publishes ByLaws changes which often constitute the "first reading", they often include program flyers or registration forms, and publish news of changes within NLA and the Section.

Their primary responsibility is to meet publication deadlines most of their work can be done by phone or letter, and they may not need regular meetings. The Editor is a voting member of the Executive Board.

#### Liaison:

Established more recently than other committees, the Liaison Committee is charged with the responsibility to make and maintain 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 our Section and similar groups. They provide requested information about our Section, may answer surveys on paraprofessional activities, and provide information to our general membership of state and national activities.

This committee may make recommendations on providing scholarship funding for one of our Section members to attend another state's or national library support staff meeting or workshop.

The Liaison committee maintains a file of contacts and activities, and shares that information with the general membership. The Committee Chair is a voting member of the Executive Board.

#### Nominations:

Always chaired by the current Section President Elect, this committee needs three or four additional members. During February and March, this Committee develops a slate of at least 2 candidates for Section offices for the coming year: President Elect, Secretary, and Treasurer. Only currently paid Section members are eligible for 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 conducting the elections. The Section committee must also submit candidates' pictures and biographies to the editor of NLAQ and KEYNOTE.

## Publicity:

An active committee, Publicity has a chair and 4 or 5 additional Members. Their principal responsibility is to be the public relations arm of the Section by providing methods to learn more about the Section. They design and update the Section brochure ; assist NLA Membership Committee with their brochure by providing Section information ; provide letterhead stationery for the Section including acting as liaison between printers and Section Executive Board ; maintain the official "History" of the Section including history binders and photographs ; maintain camera and purchase film and take pictures of Section activities and during programs and may assist the Program Committee in planing and advertising Section activities. The Committee chair is a voting member of the Executive Board.

## Citations:

This a new committee which has been added this year. Chaired by a chairman and 2 or 3 other members. This committee solicits nominations for Paraprofessional of the Year and provides the membership with nominating forms. This committee works with the Membership Committee for the Award, advises the Section Executive Board of the nominees who then selects the winner. The Citations Committee purchases the award or adds the winners names to the Section Award Plaque.

This committee will meet once at the beginning of the year and then periodically as needed. The chair is a voting member of the Executive Board.

## Archives:

This is another new Committee and is chaired by the secretary and composed of the Secretary, President, Immediate Past-President, the Keynote editor and one member-at-large and whose purpose shall be to determine what records need to be archived and to provide for the archival of all necessary records and disposal of all unnecessary records.

## ARTICLE IX. NOMINATIONS AND ELECTIONS

Section 1. The nominating Committee shall present at least two candidates for the Offices of President-Elect, Secretary, and Treasurer to the Executive Board by April 1. The committee shall obtain the written acceptance of each nominee prior to the submission of the report. The names of each candidate with a short biography and photo shall be published in the NLAQ.

- Section 2. The report of the Nominating Committee shall be read at the Spring Meeting of the Section.
- Section 3. All dues paying members shall 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 prior to the annual business meeting in the fall.
- Section 4. A special election will be held at the Spring Meeting only in case of vacancy in the office of President or President-elect.
- Section 5. Official written notification of an election shall be provided by the outgoing Secretary to new officers' supervisors, directors, or trustees immediately following the election.

## ARTICLE X. POLICIES

### Section 1. REGISTRATIONS FEES AND REFUNDS:

All non-members will pay the regular registration fee whether they attend the full meeting or not. We shall not refund any registration fees after the registration deadline has passed.

### Section 2. SELECTION POLICY -- MEETING SCHOLARSHIPS

Recipients must be attending a library-related meeting. The amount allotted to each recipient will be determined by the Executive Board and the total of all such scholarships shall not exceed \$500 in any one calendar year. Recipients must know how they will fund any additional amount 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.

### Section 3. PARAPROFESSIONAL OF THE YEAR AWARDS

Recipient must be employed in a library setting. Nominee must give clear reasons for the nominations. Recipient need not be a member of the Section.

Section 4.       **AUDIT POLICY**

There will be an audit of the Treasurer's book within three months after election and then annually thereafter. If the Treasurer resigns, an audit will be done immediately and annually thereafter.

**ARTICLE XI.       GENERAL**

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

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