

PARAPROFESSIONAL ROUNDTABLE
NEBRASKA LIBRARY ASSOCIATION
BYLAWS

ARTICLE I. NAME

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

ARTICLE II. OBJECT

The object of this Roundtable 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 Roundtable 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. The Paraprofessionals shall be empowered to collect annual dues. A quorum of the general body shall determine the specific amount.

Section 2. Any individual member who elects to be a member of the Roundtable is encouraged to be a member of the Nebraska Library Association.

Section 3. The membership, fiscal and conference years shall be the same as those of the Nebraska Library Association.

ARTICLE V. OFFICERS

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

Section 2. The president shall be the chief executive officer of the Roundtable and, subject to the Executive Board, shall have general supervision and control over its programs and affairs; 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 Roundtable; shall represent the Roundtable at NLA Executive Board meetings; and shall maintain a record of the Roundtable activities to be transferred 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 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; and shall provide official written 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 all monies paid the group, giving a receipt for the same; shall keep an accurate account of all dues and fees owing the group; shall draw all warrants on the Treasury in payment for all claims against the group; shall keep an accurate account of all receipts and disbursements; shall submit a report of all receipts and disbursements and financial standing of the group at each meeting, together with an annual report at the Annual Meeting.

Section 6. The immediate past President shall be a member of the Roundtable Executive Board for one year succeeding his/her term and shall carry out such duties as the President may assign.

Section 7. All terms of office shall be for one year and shall coincide with the terms of office for NLA officers.

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

Section 9. In case of vacancy of 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 Annual or Spring meeting of the Roundtable.

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. An officer may be removed from office for failure to adequately perform his/her duties. This removal

shall be accomplished by the majority vote of the Executive Board, and written notice shall be provided the officer in question.

ARTICLE VI. MEETINGS

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

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

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

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 Roundtable within the limits of the Nebraska Library Association Bylaws and the Roundtable Bylaws. It shall take such action as it considers necessary to carry out the objectives of the Roundtable and shall perform such other functions as the membership shall direct.

Section 2. The Executive Board shall consist of the elected officers of the Roundtable and the immediate past President.

Section 3. The Board shall meet a minimum of four 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 minimum of three Board members shall be present at a meeting to constitute a quorum.

ARTICLE VIII. COMMITTEES

Section 1. Standing and special committees 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 the carrying out the objectives of the Roundtable. These committees shall be responsible to and report to the Executive Board.

Section 2. The Roundtable President shall appoint the members and designate the Chair of all committees except the

Nominating Committee.

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

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 two months prior to the annual meeting. The committee shall obtain the written acceptance of each nominee prior to submission of the report.

Section 2. The report of the Nominating Committee shall be read at the annual meeting of the Roundtable. Additional names may be placed in nomination, with the consent of the nominee, at the meeting.

Section 3. All dues paying members shall be eligible to vote in the general election. Election shall be by secret ballot at the annual business meeting. However, absentee ballots shall be sent to all members prior to the annual business meeting in order that those members unable to attend will also have the opportunity to vote. The candidate who receives the most votes shall be elected. In the event of a tie, a run-off election will be held at the same meeting.

Section 4. A special election will be held at the Spring Meeting only in the case of a 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. GENERAL

Section 1. An affirmative vote of the majority of members of the Roundtable present at the time shall be necessary to approve any action by the Roundtable 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 Roundtable after the proposed change has been presented at a previous meeting.