

COLLEGE AND UNIVERSITY SECTION
NEBRASKA LIBRARY ASSOCIATION
BY-LAWS
(2003 REVISION)
Approved May 23, 2003

ARTICLE I. NAME

The name of this organization shall be the College and University Section (hereinafter referred to as the Section) of the Nebraska Library Association (hereinafter referred to as the Association).

ARTICLE II PURPOSE

The purpose of the Section shall be to promote the interests of the college and university libraries in the state of Nebraska.

ARTICLE III. MEMBERSHIP

Section 1. Qualifications

Any person who is a member-in-good-standing of the Association and is interested in the purposes of the Section is eligible for membership. A member-in-good-standing is defined as a member who has paid Association dues for the current year and selected Section membership, as directed, on the membership form.

Section 2. Year

The membership year and year for terms of service to the Section, will be the same as those of the Association.

Section 3. Dues

- A. Dues are levied by the Association on all members. Additional dues may not be collected by the Section without the consent of a majority of its members.
- B. The Section is allowed a percentage of the total Basic dues paid to the Association by each member of the Section. A list of members and amounts is supplied in March.

Section 4. Voting Rights

Each Section member-in-good-standing shall be entitled to one vote on each matter submitted to a vote of the members.

ARTICLE IV. MEETINGS

Section 1. Frequency

There shall be two meetings each year, an Annual Meeting held during the Association's Annual Convention in the fall and a Section Meeting held each spring.

Section 2. Quorum

These meetings shall be convened upon the presence of the quorum of 40% of the members of the Section.

Section 3. Motions and Discussion

Motions shall be brought to the floor by members of the Section. All persons present may participate in the discussion.

ARTICLE V. OFFICERS

Section 1. Titles

- A. The officers of the Section shall be Chair, Vice-Chair/ Chair-Elect, Secretary, and Treasurer.
- B. The officers, with the past-Chair and the Association of College and Research Libraries (ACRL) Chapters Council delegate, will comprise the Executive Committee of the Section.

Section 2. Terms of Office

Chair	One year, from the close of the Annual Meeting at the end of the year served as Chair-elect, to the close of the next Annual Meeting.
Chair-elect	One year, from the close of the Annual Meeting following election, to the close of the next Annual Meeting and then succeeding to the Office of the Chair.
Secretary	Two years, from the close of the Annual Meeting following election, to the close of the Annual Meeting two years following. The secretary will be elected in odd-numbered years.
Treasurer	Two calendar years, beginning the first of January following election. The treasurer will be elected in even-numbered years.

Section 3. Duties

- A. The Chair shall:
 - a. Preside at all meetings.
 - b. Serve on the Board of Directors of the Association;
 - c. Notify the Association Nominating Committee Chair of the nominees submitted by the Section Nominating Committee.
 - d. Appoint members of committees as appropriate;
 - e. Submit an Annual Report to the Association in accordance with the By-Laws;
 - f. Publicize activities of the Section through the appropriate channels, including the Nebraska Library Association Quarterly (NLAQ);
 - g. Act, in consultation with the Board of Directors of the Association and with the Executive Committee of the Section, upon all other Section issues which may arise during the term of office.

- B. The Vice Chair/Chair-Elect shall:
 - a. Preside at meetings in the absence of the Chair;
 - b. Assume the position of the Chair upon the death, resignation, or inability to serve of the Chair during the term of office;
 - c. Compile the Annual Directory of the Nebraska College and University Librarians;
 - d. Act as Parliamentarian of the Section at all meetings where questions of form and order arise;
 - e. Serve as the Section representative on the Continuing Education Committee of the Association;
 - f. Perform such other duties as may be assigned to his/her office by the Chair.

- C. The Secretary shall:
 - a. Maintain a file of Section documents;
 - b. Record the minutes at all section meetings;
 - c. Assume the public relations function of the section including distribution of Section and ACRL Chapter news through NLAQ or other appropriate publications;
 - d. Deposit a copy of all Section reports, program notices and other records of Section activities with the Executive Secretary as required by the Association;
 - e. Perform such other duties as may be assigned to his/her office by the Chair.

- D. The Treasurer shall:
 - a. Maintain financial records, receive funds, and pay all expenses of the Section;

- b. File a quarterly budget report with the Association Treasurer, as directed in the Association Handbook;
- c. Maintain a list of members-in-good-standing;
- d. Prepare and distribute program notices and other pertinent documents at the direction of the Chair;
- e. Perform such other duties as may be assigned to his/her office by the Chair.

E. The Past Chair shall:

- a. Be a member of the Section Executive Committee for one year succeeding his or her term as Chair;
- b. Act as an advisor regarding needed Bylaws or Procedures changes for the Section;
- c. Perform other duties as may be assigned to his/her office by the Chair.

Section 4. Vacancies

In the event of a vacancy in the office of Chair, the Chair-elect will complete the term of office. If the resulting vacancy in the office of the Chair-elect occurs between the Annual and Section meetings, the Executive Committee may designate a member to discharge the duties of the Chair-elect until a special election for Chair-elect can be held in conjunction with the Section meeting.

In a vacancy in any other office, the Executive Committee will designate a member to discharge the duties of the office for the duration of that term of office.

Vacancies which may occur upon the death, resignation, or inability to serve of the Chair and Vice-Chair/ Chair-Elect simultaneously may be filled by special election.

Section 5. Removal

Any officer may be removed by a two-thirds vote of the members of the Section whenever, in their judgment, the best interest of the Section would be served thereby.

ARTICLE VI. COMMITTEES

Section 1. Standing Committees

There shall be four standing committees, the Nominating Committee, the Program Committee, the Grant Committee, and the Executive Committee, whose members serve from the close of one annual meeting of the Section to the close of the next annual meeting of the

Section, unless otherwise indicated in these Bylaws, or the procedures document of the committee.

- A. The Nominating Committee, will consist of at least three Section members appointed by the Chair.
- a. For annual elections, the Nominating Committee will prepare and submit a slate of at least two candidates for each available Section office to the Executive Committee by April 30.
The Association Nominating Committee will conduct the election by mail with a ballot that will have provisions for write-in votes. The Association Nominating Committee will tabulate the votes and announce the results at the annual meeting. In a tie, the elections will be decided with a coin toss done by the Association Nominating Committee Chair and witnessed by any member in good standing of the Association.
 - b. The Nominating Committee will prepare a ballot for special elections, as needed, to fill a vacancy in the office of Vice-Chair, or vacancies in the offices of both Chair and Vice-Chair. Nominations from the meeting floor will be accepted.
 - c. Candidates:
 - Must be members-in-good-standing to run for, or hold, office.
 - Must consent to having their names placed on the ballot.
 - Must be members of ACRL to run for the office of Chair-elect, and hold the office of Chair and Chair-elect.
 - Shall submit biographies, and pictures when available, to the editors of the NLAQ by April 30, for the annual election.
- B. The Program Committee, consisting of at least three members and appointed by the Chair, shall have the responsibility for planning, organizing and handing all details of the programs of the Section presented at the Section meeting and the Association's Annual Convention.
- C. The Grant Committee, consisting of at least three members and appointed by the Chair, shall have the responsibility for publicizing, accepting and reviewing applications for, and selecting recipients of Section Grants. Appointment and committee activities shall be carried out according to the procedures document.
- D. The elected officers and the past-Chair of the Section, shall have the responsibility of designating a delegate to the ACRL Chapters Council to complete the Executive Committee. Said committee shall handle all details of the Section's relationship with ACRL as a Chapter.

Section 2. Ad Hoc Committee

From time-to-time, there may be appointed by the Chair an ad hoc committee to fill a temporary need. Such a committee may exist for a period of up to two years but no longer. If the work of the committee has not been completed in that length of time, it shall be disbanded and a new committee appointed by the Chair.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The parliamentary authority to be used in conducting the meetings and all other business of the Section shall be the latest revise (bound) edition of Henry M. Robert's Rules of Order, insofar as it is not contrary to these By-Laws and to those of the Association.

ARTICLE VIII. AMENDMENTS

Proposed amendments to these Bylaws may be introduced at any regular meeting of the Section. In the Interval Between meetings, proposed amendments may be submitted to the Executive Committee of the Section, who may authorize introducing the proposed amendments to the membership by mail. Proposed amendments shall be voted on at the next regular meeting following their introduction. A vote of two-thirds of the members present shall be required to adopt any proposed amendment.