

Academic and Special Library Section Bylaws

Accepted April, 1990 Revised Fall 1993, Revised Fall 2000, Revised Fall 2008, Revised Fall 2009

Article I - Name

Section 1

The name of this body shall be the Academic and Special Library Section of the Wyoming Library Association.

Article II - Purpose

Section 1

The purpose of the Academic and Special Library Section shall be to promote library service in the State Of Wyoming, to work for the continued improvement of libraries in the State of Wyoming, to be of assistance to all librarians, and to strive for further improvement of the profession of librarianship.

Article III - Membership

Section 1

Any person or institution who is engaged or interested in academic library and/or special library work may become a member of the Section upon the payment of dues provided for in the By-laws of the Wyoming Library Association and qualifies in a membership classification as defined in the Constitution of the Association.

Article IV - Officers

Section 1

The officers of the Section shall be a Chair, a Vice-Chair, who shall be Chair-Elect, and a Secretary. The Vice-Chair shall be elected annually. The Secretary shall be elected every two years. The newly-elected officers shall assume the administration of the affairs of the Section immediately following annual official business meeting.

Section 2

The Chair shall preside at all meetings. He/she shall serve as an ex-officio member of all Section committees. He/she shall serve as a member of the Executive Board of the Wyoming Library Association.

Section 3

The Vice-Chair shall preside at all meetings and attend the Wyoming Library Association Executive Board meetings in the absence of the Chair. The Vice-Chair shall serve as the Chair of the Section the year following his/her term as Vice-Chair.

Section 4

The Secretary shall keep the minutes of all meetings. He/she shall also maintain a list of the members of the Section, their addresses and positions, in cooperation with the Wyoming Library Association Executive Secretary.

Section 5

If either the Chair, Vice-Chair, or the Secretary cannot complete a term of office, the nominating committee shall select two candidates and the remaining officers shall select from these two candidates a replacement for the vacancy.

Section 6

Nominations and Election. The ballot of Section candidates is mailed to Section members by the Wyoming Library Association Executive Secretary. Only Section members in good standing have the privilege of voting.

The Nominating Committee will submit a list of at least two candidates for each Vice-Chair and Secretary position due for election per the Wyoming Library Association Bylaws Article XI, Section B. The list must be submitted to the Section's officers one month before the deadline for the mailing of ballots. Members' consents must be obtained before they can be nominated for officer positions.

Article V - Meetings

Section 1

Annual meetings. There shall be an annual business meeting of the section at such place and time as may be determined by the officers of the Section. The officers shall notify the members of the section at least 10 days prior to the meeting. The meetings of the Section shall not conflict with annual official business meetings of the Wyoming Library Association, but may be held during the Association's annual convention dates.

Section 2

Special meetings. Special meetings may be called by the officers as required. The officers shall notify the members of the Section 30 days prior to the meeting.

Section 3

Quorum. Ten percent of the membership of the section shall constitute a quorum.

Section 4

To avoid conflicts with other sections, all meeting dates should be cleared with the Wyoming Library Association President.

Article VI - Sections and Committees

Section 1

The Chair shall appoint three members of the Section to serve on the Nominating Committee.

Section 2

The Chair may create sub-sections of special interest when necessary.

Section 3

Committees may be appointed by the Chair of the Section as necessary, i.e. liaisons to serve special needs within a geographical area.

Article VII - Finances

Section 1

Funds for financing the activities of the Section may be obtained from the central treasury of the Wyoming Library Association.

Section 2

The request for annual financial support for the Section is to be submitted by the officers and is subject to review and approval of the Wyoming Library Association Executive Board.

Section 3

Section finances shall be handled by the Executive Secretary of the Wyoming Library Association.

Section 4

All section expenditures over \$300.00 must be agreed upon in advance by the section officers.

Article VIII - Amendment of the By-Laws

Section 1

Bylaws may be adopted and amended at any business meeting by a 2/3 vote of the members in attendance, providing that specific notice of any change has been given in the call for the meetings at least ten days prior to the meetings. Only members in good standing have the privilege of voting.

Article IX - Dissolution of the Section

Section 1

The Section may be dissolved by action of members of the Wyoming Library Association at an annual business meeting upon recommendation of the Executive Board, providing notice has been given prior to the meeting; or by the Section itself which shall notify the Executive Board of the Wyoming Library Association.

Article X - Parliamentary Procedure

Section 1

Meetings shall be conducted according to Robert's Rules of Order, Revised.