

ARTICLE II Executive Board

Section 1. Members

The administration of the affairs of the Association shall be vested in the Executive Board of Directors, which shall consist of the elected officers of the Association (President, Vice President, and Past President), the ALA Councilor, the MPLA Representative, the Secretary-Treasurer, two elected and one appointed member-at-large who is currently serving in a leadership role in an Interest Group, and the Wyoming Library Leadership Institute Advisor. In addition, the Conference Committee Chair, ex officio; the Legislative Committee Chair, ex officio; the Communications Committee Advisor, ex officio; ~~the Executive Secretary/Treasurer~~, and the State Librarian or designee, ex officio, will also serve on the Board. An individual may hold only one Board position at a time.

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Section 5. Terms

- A. The term for the elected, voting directors of the Association Executive Board shall be for a period of three years and they may serve up to two (2) consecutive terms.
- B. The term of office for elected members-at-large shall be two (2) years with at least one (1) member-at-large elected by the Association annually.
- C. The term of office for the appointed member-at-large is one (1) year.
- D. The terms for the ALA Councilor and MPLA Representative shall be for a period of three years and they may serve up to two (2) consecutive terms.
- E. The term of office for the Secretary-Treasurer is three (3) years.

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ARTICLE III Officers

Section 2. Duties

1. The President:

~~viii.— Shall appoint a Secretary to keep the minutes of all meetings in whatever meeting format they may occur.~~

- (D) ~~Executive Secretary/Treasurer~~ The Secretary-Treasurer

~~The Executive Secretary/Treasurer shall be contracted with annually by the Executive Board, and shall receive a stipend agreed upon by the Executive Board as being a just fee commensurate~~

~~with the amount of work required and the income of the Association. The Executive Secretary/Treasurer: The Secretary-Treasurer is an elected non-voting position that supports the Executive Board. The Secretary-Treasurer:~~

- ~~(i) Shall maintain membership records and handle the finances.~~
- (i) Shall be a liaison with the association management company.
- (ii) Shall be responsible for ensuring the transfer of the archival materials of the Association to the American Heritage Center at the University of Wyoming.
- (iii) Shall collaborate with the association management company to maintain membership records and financial reporting.
- (iv) Shall maintain the membership listservs.
- (v) Shall collaborate with the President to prepare an annual budget
- (vi) Shall record votes and minutes for all meetings and proceedings of the Executive Board and the membership
- (vii) Serve notice of meetings of the Executive Board and the membership;
- ~~(viii) Shall perform duties as defined by the position job description, annual contract and any other duties as directed by the President and the Executive Board.~~

Other mentions of the Executive Secretary/Treasurer to be changed to Secretary-Treasurer in the bylaws include:

ARTICLE III

Officers

A. The President

...iv. Shall approve all orders and bills handled by the **Executive Secretary**

Section 3. Papers and Correspondence

...the Association shall deposit with the **Executive Secretary/Treasurer** all correspondence, records, and other materials...

ARTICLE IV

Interest Groups

Section 2. Interest Group Protocols

A... The **Executive Secretary/Treasurer** and President shall be notified of any changes in leadership by November 1st.

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F. Interest Groups may request an email distribution list from the **Executive Secretary**. This list shall be annually updated.

G... Interest Group leaders shall notify the **Executive Secretary/Treasurer** and the President of any fee changes for the following year...

ARTICLE V

Advisory Committees and Advisors

Section 1. Conference Committee

...B... The Committee shall consist of the Conference Chair, the Communications Advisor, the **Executive Secretary/Treasurer**...

ARTICLE X

Nominations and Elections

Section 1. Nomination

...B... The Nominations and Elections Committee, in cooperation with the **Executive Secretary** shall publish and send to the members...