

## **WLA Constitution and Bylaws – [August 8, 2019]**

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## **CONSTITUTION**

### **ARTICLE I**

#### **Name**

The name of this Association shall be the Wyoming Library Association, herein referred to as the Association or WLA.

### **ARTICLE II**

#### **Object**

The purpose of the Association shall be:

To promote library service in Wyoming;

To promote the profession of librarianship in Wyoming;

To promote the continued improvement of Wyoming libraries;

To support Wyoming librarians in their professional roles;

To promote the participation of Wyoming librarians and libraries in regional, national and global library arenas.

## **BYLAWS**

## **ARTICLE I Membership**

### **Section 1. Types of Membership**

- A. Active. Active membership is available to any individual who is or has been engaged in library work, or who is interested in library work and the objectives of this Association.
- B. Life. Life membership is an option which is no longer available to Association members. Members who currently hold this type of membership will be entitled to all of the privileges of an active member. Life members must pay annual dues to any Interest Group in which they desire membership.
- C. Business members. Business members are companies and corporations interested in the work of the Association. They may become a business member upon payment of dues.
- D. Institutional. Any library or educational institution or other organization interested in the work of the Association may become an institutional member upon payment of dues.
- E. Honorary Membership. Upon nomination by the Executive Board, persons who have rendered important service to the library interests of the state may be elected honorary members by a vote of the membership present at any official meeting of the Association.
- F. Student Membership. The Association participates in the ALA Joint Student Membership Program. Contact the ALA Councilor for details.

### **Section 2. Membership Privileges**

- A. Active members shall receive communications and be eligible to vote, hold office, and serve on any board or committee of the Association.
- B. Life members shall receive communications and be eligible to vote, hold office, and serve on any board or committee of the Association.
- C. Business members shall receive communications, be eligible to serve on any committee of the Association, but shall not be eligible to vote or hold office.
- D. Institutional members shall receive communication but shall not be eligible to vote, hold office, or serve on any board or committee of the Association.
- E. Honorary members shall receive communications but shall not be eligible to vote, hold office, or serve on any board or committee of the Association.
- F. Student members participating in the ALA Joint Student Membership Program shall have the same privileges as Active members.

## **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, 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, ex officio; 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.

## **Section 2. Powers and Duties**

- A. The Executive Board shall coordinate, review and direct the operation of the Association in accordance with these bylaws.
- B. The Executive Board shall develop the Association's annual budget.
- C. The Executive Board shall supervise all officers, agents, and contracts of the Association, and see that their duties are properly performed.
- D. The Executive Board shall keep a record of all of its acts and all corporate and financial affairs, and present a report thereof at the Association's annual official business meeting.

## **Section 3. Position Requirements**

- A. All Association Board members must be members of the Association.

## **Section 4. Number**

The number of voting directors of the Association shall be no less than three and not to exceed nine. No decrease in the number of directors shall have the effect of shortening the term of any incumbent director or reducing the number of voting directors to less than three.

## **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.

## **Section 6. Vacancies**

If a vacancy occurs in any elected office that has no automatic succession, the Executive Board may designate a replacement to discharge the duties of that office until such time as elections are

held. If a vacancy occurs in any appointed positions, the Executive Board will appoint a replacement to complete the current term.

### **Section 7. Board Meetings**

- A. Meetings of the Executive Board shall be held at least twice a year to transact the business of the Association. One of the meetings shall be designated as the Budget meeting. At this meeting, the Association's budget for the following year shall be discussed and approved. Additional meetings shall be called by the President at such times and places as s/he may designate, or upon written request from the majority of the Board members. Such requests shall be sent to the President by e-mail or other appropriate method of communication and must state the reason for the requested special meeting, and the desired time and place for this meeting.
- B. Notice of all Executive Board meetings stating the date, time and place shall be given to all members at least ten (10) business days prior to the meeting. In addition, notice of any special Executive Board meeting shall state the purpose of the meeting. Notice may be made by e- mail or other appropriate method of communication.
- C. All proceedings of the Executive Board, except when in Executive Session, are open to all members of the Association. Permission to speak to the Executive Board must be obtained from the President and will not be unreasonably withheld by the President. Any Executive Board member may move to go into Executive Session to discuss legal matters, property matters, or personnel matters, such as appointments and salaries. Going into Executive Session shall require a majority vote of the Executive Board members present.
- D. The Executive Board shall have the right, when not formally assembled as a Board, to take any action which they could have taken at a regular or special meeting by obtaining the approval of three-fourths of the voting Board members.

### **Section 8. Board Quorum**

- A. A majority of the voting members of the Executive Board shall constitute a quorum.
- B. Every act executed, or decision made by a majority of the members of the Executive Board present at a duly held meeting at which a quorum is present, shall be regarded as an official act or decision of the Board.

### **Section 9. Board Voting Privileges**

Members of the Executive Board shall be voting members. Ex officio members shall be non-voting members.

### **Section 10. Attendance Requirements**

Executive Board members shall attend all meetings. Two (2) consecutive unexcused absences [excused absences are those submitted and approved by the President] of a Board member from a Board meeting may result in dismissal of the Board member. Voting members may not appoint a

proxy. Ex officio members of the Executive Board may designate an alternate to attend Board meetings.

### **Section 11. Compensation**

Executive Board members shall not receive compensation for services rendered to the Association. However, an Executive Board member may be reimbursed for actual expenses incurred in the performance of Association duties.

### **Section 12. Adoption of Procedures Manual**

The Executive Board shall adopt a manual of procedure to establish and clarify the duties of the Executive Board, the different members of the Board, and the WLA Interest Groups and committees. Any conflicts between the manual of procedure and the bylaws shall be resolved in favor of the bylaws.

## **ARTICLE III Officers**

### **Section 1. Terms**

The officers of the Association shall be a President; a Vice President who shall be President-Elect; a Past President. The Vice President shall be elected annually. For the Vice President, the term of office shall be one year as Vice President, one year as President, and one year as Past President. The term shall begin at the conclusion of each annual Association meeting, and end at the conclusion of the next annual meeting. If no elections are held, the officers shall continue in their respective positions until such time as elections are held.

### **Section 2. Duties**

#### A. The President:

- i. Shall preside at all meetings of the Association and of the Executive Board.
- ii. Shall appoint and remove committee chairs and Advisors as specified in these bylaws and as necessary to carry on the work of the Association. The President shall also serve ex officio on all committees.
- iii. Shall sign all contracts and other legal documents as ordered by either the Association membership or the Executive Board, or authorize the Vice President to do so.
- iv. Shall approve all orders and bills handled by the Executive Secretary.
- v. Shall see that all orders and resolutions of the Executive Board or Association are carried out.
- vi. Shall serve as the designated representative of the Association except in those instances for which delegate election is provided in these bylaws. The President may appoint a representative to serve in his/her place when necessary. Additionally, if a delegate elected

pursuant to these bylaws is unable to attend a meeting of the representative association or group, the President or an appointee of the President will become the official delegate.

- vii. Shall discharge such duties as may be required by a majority vote of the Executive Board.
- viii. Shall appoint a Secretary to keep the minutes of all meetings in whatever meeting format they may occur.
- ix. Shall appoint a Member-at-large to the executive board for a one-year term.

**B. The Vice President:**

i. Shall assume the duties of the President in the absence of the President.

- ii. Shall assist the Conference Committee.
- iii. Shall discharge such duties as may be required by a majority vote of the Executive Board.
- iv. Shall update documentation for the annual convention.

**C. The Past President:**

i. Shall assist the President in setting goals for the Association.

- ii. Shall temporarily assume the duties of the President in the absence of the President and Vice President/President-elect.
- iii. Shall serve as Nominations and Elections Advisor

**(D) Executive 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:

- (i) Shall maintain membership records and handle the finances.
- (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 perform duties as defined by the position job description, annual contract and any other duties as directed by the President and the Executive Board.

**Section 3. Papers and Correspondence**

For archival purposes, the officers of the Association shall deposit with the Executive Secretary/Treasurer all correspondence, records and other materials not needed for current use. Inactive files shall be transferred to the Association archives at the American Heritage Center at the University of Wyoming.

#### **Section 4. Succession**

- A. If the President becomes unable to fulfill the assigned duties of that office, the Vice President shall assume the position of President. If the Vice President is unable to serve as President, a President shall be elected from a slate prepared by an ad hoc committee chaired by the Nominations and Elections Advisor. The Nominations and Elections ad hoc Committee will prepare the slate within thirty (30) calendar days of the time the vacancy occurs. Should a vacancy occur between annual meetings, a ballot will be sent to voting members. The candidate who gets a simple majority of the votes cast shall be declared President.
- B. If the Vice President becomes unable to fulfill the assigned duties of that office, a new Vice President shall be elected from a slate prepared by an ad hoc committee chaired by the Nominations and Elections Advisor. The Nominations and Elections ad hoc Committee will prepare the slate within thirty (30) calendar days of the time the vacancy occurs. Should a vacancy occur between annual meetings, a ballot will be sent to voting members. The candidate who gets a simple majority of the votes cast shall be declared Vice President.

### **ARTICLE IV Interest Groups**

#### **Section 1. Establishment of Interest Groups**

Members of the Association who are engaged in similar work or who have special interests in common, may, upon approval of their petition by the President, Vice President, and the Past President, organize themselves into Interest Groups. The petition for the establishment of an Interest Group shall state clearly the purpose of the proposed Interest Group and be signed by no less than five (5) members of the Association who thereby signify their intention of becoming charter members of the Interest Group.

#### **Section 2. Interest Group Protocols**

- A. Interest Groups shall have at least five (5) members and shall be led by at least one (1) appointed leader. Self-directed Interest Groups shall appoint a contact person. Interest Groups leader(s) shall serve from annual conference to annual conference and shall be appointed annually by the Interest Group. The Executive Secretary/Treasurer and President shall be notified of any changes in leadership by November 1st.
- B. Interest Groups may create rules not in conflict with the Association bylaws that govern how they run their meetings, how often they meet, how they appoint leaders, etc.
- C. Interest Groups shall meet or hold an event in-person, virtually, via teleconference, or other appropriate method at least one (1) time per year. Interest Groups may meet to conduct

continuing education events, conduct business meetings, network, or for other reasons. Interest Groups shall archive notes of meeting proceedings and decisions for those members unable to attend. Annual business meetings and detailed minutes of events or meetings are not required. The Executive Board shall make virtual and teleconference technologies available to all Interest Groups.

- D. Interest Group meetings and events will be conducted in a professional and orderly manner, and with the discretion and direction of the Interest Group leader(s). A quorum is forty percent (40%) of the group membership. A majority of those present can approve motions.
- E. Interest groups shall maintain a web presence connected to the Association website. This web presence may be in any form that the Interest Group chooses. The web presence shall be updated after every Interest Group meeting or event and shall include the Interest Group's statement of purpose; rules; names and contact information of the Interest Group leader(s); a private list of all Interest Group members; notes, recordings, or archives of past meetings or events; a record of past Interest Group decisions; and any other information relevant to the Interest Group. Each Interest Group shall post an annual report consisting of their activities for the year, current number of members, and plans for the coming year to their web presence and send a copy to the President no later than one (1) week before the Association's Annual Conference.
- F. Interest Groups may request an email distribution list from the Executive Secretary. This list shall be annually updated.
- G. Interest Groups may charge annual membership and/or event participation fees. These funds will be held in an Association reserve account for the sole use of the Interest Group. If additional funds are needed to pay for an Interest Group meeting or event, the Interest Group may request funds from the general Association budget by petitioning the President, Vice President, and Past President. Interest Group leaders shall notify the Executive Secretary/Treasurer and the President of any fee changes for the following year by November 15<sup>th</sup>.
- H. An Interest Group may dissolve itself by a majority vote of its members at any time. Interest Group Leaders shall notify the Executive Board of this action within five (5) business days. The Executive Board shall dissolve an Interest Group if it has less than five (5) members, has not met for two (2) consecutive years, or is acting in a manner inconsistent with the Association's mission and bylaws. The Executive Board may dissolve an Interest Group at any Business Meeting provided that the membership has received ten (10) business days notice. Interest Groups may be reformed through the petition process listed in these bylaws. Upon dissolution, an Interest Group shall deposit any remaining reserve account funds into the accounts of the Interest Group(s) and/or Association) program(s) of its choice. If no decision is made, the Executive Board will deposit the funds into a reserve account from which all Interest Groups can request funds for programming.

**ARTICLE V**  
**Advisory Committees and Advisors**



## **Section 1. Conference Committee**

- A. The Conference Committee shall be responsible for annual conference planning, including programs offered as pre- and post-conferences.
- B. The Chair of the Committee shall be appointed by the President. The Committee shall consist of the Conference Chair, the Communications Advisor, the Executive Secretary/Treasurer, a librarian who is responsible for continuing education from the Wyoming State Library, the Awards Chair or designee, and three (3) members-at-large.
- C. The Committee members shall serve a two-year term on the committee.
- D. The Chair shall appoint a Secretary to keep the minutes of all Committee meetings in whatever format they may occur. The Chair may appoint individuals from outside the Committee to be responsible for local arrangements, exhibits and any other convention-related activities that conform to the annual convention handbook.
- E. The Conference Program Planning Subcommittee shall be chaired by the Vice President. The Subcommittee shall consist of the Vice President, a librarian who is responsible for continuing education from the Wyoming State Library, one (1) member appointed by each Interest Group and members-at-large appointed as needed to complete the work of the committee.

## **Section 2. Legislative Committee**

- A. The Legislative Committee is responsible for initiating and promoting legislation beneficial to Wyoming libraries, disseminating accurate and timely information about state and federal issues affecting Wyoming libraries, and educating the Wyoming library community and its advocates with respect to the legislative process.
- B. The Legislative Committee shall consist of at least nine (9) members representing the various sections, geographical areas of the State, and types of libraries. The President, the Vice President, the State Librarian (or designee when necessary), and the ALA Councilor shall act as non-voting, ex officio members. The voting members of the committee shall serve four-year terms with no term limits and will be appointed by the President. The terms shall be staggered so that at least three (3) members shall be appointed every year.
- C. The Legislative Committee shall collaborate with the Association lobbyist on how to manage library legislative issues.
- D. The Legislative Committee shall annually review the Lobbyist's effectiveness in meeting the Association's goals. This evaluation shall be given to the Executive Board for its consideration.
- E. The Legislative Committee shall advise the Executive Board in making its decisions as to the selection or retention of the Association's lobbyist; however, the Executive Board shall make all final contracting or retention decisions.

### **Section 3. Awards/Grants Committee**

- A. The Awards/Grants Committee shall provide information on the awards and grants sponsored by the Association, determine which awards should be presented during a given year, encourage and solicit award applications, select recipients for the awards, and arrange for the formal presentation of awards at the annual convention. This committee shall also encourage and solicit applications and nominations for MPLA and ALA awards.
- B. The Awards Committee shall consist of a Chair and at least four (4) members who are representative of the various types of libraries and geographic areas within the state. The term of office for the members of this committee shall be two (2) years with no term limits, with at least two (2) members being appointed by the President each year.

### **Section 4. Wyoming Youth Book Advisory Committees**

- A. The Association and the Wyoming State Literacy Association will jointly sponsor three awards: The Buckaroo Book Award for children in grades K-3, the Indian Paintbrush Book Award for children in grades 4-6, and the Soaring Eagle Book Award for youth in grades 7-12.
- B. The purpose of the Buckaroo, Indian Paintbrush and Soaring Eagle Book Awards will be to provide an opportunity for the youth of Wyoming to read and select favorite books and to honor the authors of those books.
- C. The Association shall have an advisory committee for each of the three awards.
- D. All three (3) book award committees shall consist of members who have been appointed according to the following guidelines: The Wyoming State Literacy Association shall appoint four (4) members to each committee. The Association President shall appoint four members to each committee, two (2) from the School Library Interest Group, and two from the Youth Services Interest Group. Committee members shall be appointed for three-year terms. Each book award committee shall have co-chairs, one (1) from the Association and one (1) from the Wyoming State Literacy Association.
- E. The committees shall serve in accordance with the guidelines that govern each award.
- F. The Association will share the costs for the three awards with the Wyoming State Literacy Association. The cost for the Association shall be paid from funds accrued in the Children's Author Funds. If these funds are exhausted, the School Library Interest Group and the Youth Services Interest Group will each pay equally from their own budgets the costs of supporting the book award programs. If the School Library Interest Group and the Youth Services Interest Group dissolve, then the Executive Board will use the Association's general fund to support these awards.
- G. The Book Awards Advisor will oversee the work of these committees.

### **Section 5. Advisors**

(A) The Executive Board may appoint Advisors to help oversee and manage the work of the Association. The Executive Board may create or dissolve Advisor positions any time based on the needs of the Association.

(B) The Advisors shall be appointed by and serve at the discretion of the President and must be members of the Association. Advisors shall be in charge of a particular area and shall pull together ad hoc groups of Association members to complete tasks as needed.

(C) The following Advisor positions are required:

- i. Book Awards Advisor. The Advisor shall oversee the work of all book award committees and groups.
- ii. Communications Advisor. The Advisor shall serve on the Association Executive Board (ex officio) and the Conference Committee. The Advisor shall assist the Executive Board and the Conference Committee in disseminating information regarding Association programs and activities, in developing and releasing library advocacy material, and in establishing an effective public "voice" for the Association. The Advisor shall have responsibility for reviewing and editing all Association graphical or published materials, as well as managing the Association's website and social media presence prior to dissemination to ensure the professional quality of all materials.
- iii. Financial Auditing Advisor. The Advisor shall be responsible for providing an audit of the financial records of the Association using the Agreed Upon Procedures Checklist for each fiscal year. The Advisor shall present a final report at the February meeting of the Executive Board. The Advisor shall recommend a professional audit of the financial records of the Association as needed. A professional audit shall take place at least every five years.
- iv. Intellectual Freedom Advisor. The Advisor is the ALA Councilor. The Advisor shall provide services to Association members and all Wyoming libraries on questions of intellectual freedom.
- v. Nominations & Elections Advisor. The Advisor is the Past President. The Advisor shall be responsible for forming and chairing a committee for finding candidates for Association offices and for conducting elections in accordance with these bylaws.
- vi. Wyoming Library Leadership Institute Advisor. The Advisor shall be responsible for coordinating all aspects of the Wyoming Library Leadership Institute.

(D) Position descriptions for the Advisors shall be listed on the Association website.

## **Section 6. Committee and Advisor Budgets**

Each committee and Advisor shall submit an annual budget request based on the anticipated revenues and expenditures of sponsored activities by October 1. Any unspent allocations that exist at the end of the budget year shall be added back to the Association's general fund. Should a committee or Advisor require more funds than originally allocated in the Association budget, it may request Executive Board approval for additional funding prior to committing to the expenditure(s).

### **Section 7. Committee and Advisor Reports**

The committee Chairs and Advisors shall submit an annual report in writing to the President by a date specified by the President. The President is responsible for summarizing and communicating these reports to the Association membership.

## **ARTICLE VI Ad hoc Committees**

### **Section 1. Ad hoc Committees**

- A. Ad hoc committees shall be appointed by the President as needed to accomplish a specific task.
- B. Such committees shall serve until the specific task is completed and will be dissolved by the President.
- C. The Chair of each committee shall submit a report in writing to the President by a date specified by the President. The President is responsible for summarizing and communicating these reports to the Association membership.

## **ARTICLE VII Affiliations with National and Regional Library Associations**

### **Section 1. Chapter Memberships**

Association shall hold a Chapter membership in the American Library Association and an Association membership in the Mountain Plains Library Association.

### **Section 2. Representation in the American Library Association (ALA)**

A Councilor to represent the Association in the American Library Association (ALA) shall be elected in accordance with ALA bylaws by all voting members of the Association. The ALA Councilor shall serve as the Intellectual Freedom Advisor. The term of office shall be for three (3) years, and shall begin at the conclusion of the ALA Annual Conference that follows the Association election for the office. If a vacancy occurs, the Association Executive Board may appoint a qualified person to fill this position until the next Association general election.

### **Section 3. Representation in the Mountain Plains Library Association (MPLA)**

A representative to MPLA shall be elected in accordance with MPLA bylaws by all voting members of the Association. The term of office shall be for three (3) years, and shall begin at the

conclusion of the Association meeting that follows the election for this office. If a vacancy occurs the Executive Board may appoint a qualified person to fill this position until the next Association general election.

#### **Section 4. Duties of Representatives**

Association members who are elected to serve as representatives to these respective organizations shall act as liaisons, interpreting the wishes and policies of Association to these organizations, and interpreting the wishes and policies of these organizations to Association . Representatives shall make all Association members aware of critical issues as they arise so members may respond in a timely manner. In addition, each representative shall submit a written report to the President by a date specified by the President. The President is responsible for summarizing and communicating these reports to the Association membership.

### **ARTICLE VIII**

#### **Relationship with Wyoming State Library**

- A. The Executive Board shall provide advice to the State Library which promotes the purpose of the Association.
- B. The Association and the State Library shall coordinate messages to the legislature and other elected state officials regarding interests of the Wyoming library community.
- C. The Wyoming State Librarian serves as ex officio on the Executive Board.

### **ARTICLE IX**

#### **Association Meetings**

##### **Section 1. Meetings**

- A. There shall be an annual official business meeting of the Association at a time and place determined by the Executive Board.
- B. A special meeting of the Association may be called:
  - i. When the President deems it necessary.
  - ii. By a majority vote of the Executive Board.
  - iii. When a written request from twenty (20) members of the Association for a special meeting has been submitted to the President. The request must state the reason for the special meeting.
- C. Meetings will be conducted in a professional and orderly manner, and with the discretion and direction of the President. Action items will be discussed through a motion and second process with a maximum of two amendments permitted per motion.

##### **Section 2. Notification**

- A. A notice and agenda for each annual official business meeting of the Association shall be published and distributed at least ten (10) business days before the meeting.
- B. Notice of a special meeting of the Association, stating the purpose, place, day and time of such meeting, shall be given to the membership not less than ten (10) business days before such a meeting.
- C. All notifications, agendas, and meeting documents shall also be posted at the Association website.

### **Section 3. Quorum**

The presence of ten percent (10%) of the membership in good standing of the Association shall constitute a quorum for transaction of business at any official meeting of the Association.

### **Section 4. Voting at Meetings**

Voting at meetings will be by voice, with reasonable accommodation provided, unless a written ballot is requested by any member. A majority vote of those present and voting will prevail on all general business matters and elections. Constitution and bylaws amendments shall require a two-thirds vote of those present and voting.

## **ARTICLE X Nominations and Elections**

### **Section 1. Nominations**

- A. The Nominations and Elections Committee shall solicit not less than two (2) candidates for each Association elective office, and for the positions of Chapter Councilor to the ALA and Representative to the MPLA.
- B. The Nominations and Elections Committee, in cooperation with the Executive Secretary, shall publish and send to the members, a list of candidates which shall include a brief biography of each candidate and their statements of purpose. If a nominee so desires, s/he may include a photograph.

### **Section 2. Elections**

- A. Elections shall be conducted by secret ballot. The candidate receiving the highest number of votes for each office shall be elected. In the case of a tie, the candidate who will assume the office shall be determined by each candidate drawing one playing card from a deck. The candidate who draws the highest card shall assume the office. The Nominations and Elections Advisor will oversee the drawing.
- B. Eligible Association members shall vote for these candidates by electronic ballot.
  - i. Not less than twenty (20) calendar days before the annual Association meeting, a ballot shall be created, along with instructions for voting. The ballot shall be designed so as to allow only qualified voters to submit a ballot and yet maintain the required secrecy of the votes.

- ii. The ballot shall contain appropriate spaces for insertion of write-in candidates for each position.
  - iii. Ballots must be submitted no later than five (5) calendar days prior to the beginning of the annual Association meeting.
- C. At least two (2) members of the Nominations and Elections Committee shall record the votes from properly submitted ballots.
- D. At a general session of the Association annual meeting, all candidates shall be introduced, and the election results announced to the general membership.

### **Section 3. Quorum**

Fifteen percent (15%) of the total Association membership in good standing at the time ballots are mailed shall constitute a quorum. If a quorum of voting members has not voted, a second ballot shall be distributed within twenty (20) calendar days following the adjournment of the annual meeting.

## **ARTICLE XI Budget Year**

The budget year for the Association shall be January 1 through December 31. The budget shall be approved at the budget meeting of the Executive Board.

## **ARTICLE XII Strategic Goals**

- A. Strategic goals for Association shall be developed every two years with a review conducted by the Executive Board in the intervening year.
- B. The Past President shall be responsible for the strategic goal setting process.

## **ARTICLE XIII Dues and Fees**

### **Section 1. Dues**

- A. Dues shall be payable on a date set by the Executive Board each year. Any member whose dues are unpaid by three (3) months after that date in any fiscal year shall be deemed delinquent, and shall cease to be a member of the Association. Lapsed members may be reinstated upon payment of dues for the current year.
- B. Dues are set by the members of the Association, and may be changed at any official business meeting of the Association by a two-thirds vote of the members present, provided that at least thirty (30) calendar days advance notice of the proposed change has been given by the approved communication and posted on the WLA (replace with 'Association') website. They may also be changed without prior notice at any WLA (replace with 'Association') annual meeting by the unanimous approval of those members attending and voting.

- C. Active and Associate member dues shall be computed on a sliding scale based on the member's salary. Business and Institutional memberships shall not be computed on a sliding scale but shall be a set amount. Honorary members shall pay no dues. The ALA Joint Student Membership Program shall determine dues.
- D. Interest Groups shall establish their own dues.

## **Section 2. Fees**

- A. There may be a registration fee and/or exhibit fee for all persons attending any annual or special meeting of the Association. These fees shall be fixed by the Executive Board.
- B. There may be a registration fee for all persons attending any special meeting of an Interest Group. These fees shall be fixed by the Interest Group.

## **ARTICLE XIV**

### **Dissolution**

If the Association dissolves itself, its assets shall either be transferred to any similar nonprofit organization that is organized as a nonprofit corporation under section 501(c) of the Internal Revenue Code, or used to establish a scholarship fund for Wyoming legal residents to attend a library school accredited by the American Library Association. The disposition of any such assets shall be determined by a majority vote of the members of the Association at the time of the dissolution. In this vote, the President shall vote only in the case of a tie.

## **ARTICLE XV**

### **Amendments**

#### **Section 1. Constitution**

This Constitution may be amended at any official business meeting of the Association by a majority vote of the members present and voting, provided that at least thirty (30) calendar days advance notice of any proposed change(s) has/have been given, or, at any annual Association meeting by a two-thirds vote of those members attending.

#### **Section 2. Bylaws**

Any bylaw may be editorially amended by a majority vote of the Executive Board. Any bylaw may be substantially amended at any official business meeting of the Association by a majority vote of the members present and voting, provided that at least thirty (30) calendar days advance notice has been given of the proposed change(s) or, at any annual Association meeting by a two-thirds vote of those members attending.