

CONSTITUTION & BYLAWS

CONSTITUTION

DATE ADOPTED: October 10, 2001

ARTICLE I. NAME

Section 1. The name of the body shall be the Border Regional Library Association.

ARTICLE II. PURPOSE

Section 1. This association is organized and operated exclusively for the educational, literary and charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Section 2. No part of the net earnings of the association shall be distributable to its members, directors, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this article thereof. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 3. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on by an association exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

Section 4. Notwithstanding any other provision of these articles, this association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this association.

Section 5. Upon the dissolution of the association, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the association, dispose of all of its assets exclusively for the purposes of the association and in such manner, or to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code, or the corresponding provision of any future federal tax code, or shall be distributed to the federal government, or any state, or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the superior court of the county in which the principal office of the association is then located, exclusively for such purpose or to such organization or organizations, as said court shall determine, which are organized and operated for such purposes.

ARTICLE III. MEMBERSHIP

Section 1. Any person, library, or organization interested in library service and librarianship, may become a member upon payment of the dues provided for in the Bylaws.

ARTICLE IV. OFFICERS

Section 1. Holding office. All members other than institutional members shall have the right to hold office. The officers of the Association, also known as the Executive Board, shall be a president, past president, a president-elect, a recording secretary, a corresponding secretary, a treasurer, an archivist, and a membership coordinator.

Section 2. Duties of officers.

1. The president coordinates the BRLA meetings and activities for approval by the BRLA Executive Board. The president presides over and acts as parliamentarian at all regular meetings, may sign BRLA checks, designates Standing Committee chairpersons, and appoints ad hoc committees as needed.
2. The past president advises the current president and serves as the Chair of the Nominating Committee. This provides continuity in the organization.
3. The president-elect assumes all duties of the president in the absence of the president, and oversees all continuing education events in cooperation with the Chair of Continuing Education.
4. The recording secretary attends all board meetings and records the minutes. The minutes are distributed to the General Board.

5. The corresponding secretary conducts the general correspondence of the organization, as directed by the Executive Board, that is, correspondence which is not a function proper to other offices or to committees. The corresponding secretary also checks the BRLA post office box, distributes mail, and is responsible for renewing the post office box rental.
6. The treasurer is responsible for the accomplishment of financial transactions directed by the Executive Board, accountability of funds, maintenance of records, and preparation of reports.
7. The archivist collects, organizes and places in permanent storage the past records of the organization and reports on the status of these activities at the beginning of each term.
8. The membership coordinator serves as the Chair of the Membership Committee and maintains accurate records of the current membership, mails renewal notices and membership cards to all members, and compiles the official membership list monthly and the annual membership directory.

Section 3. Terms of office. All officers shall serve for one year except for the treasurer and the membership coordinator who serve for two years. The president-elect serves one-year as president-elect, then assumes the office of president the following year. The president serves one-year as president, and then assumes the office of past president the following year.

Section 4. Means of election. The means of election of officers shall be specified in the Bylaws.

ARTICLE V. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers of the Association and the immediate past president.

Section 2. A vacancy in the membership of the Executive Board shall be filled by Executive Board appointment, and the person so appointed shall serve until the following annual election.

Section 3. Fifty-one percent of the Executive Board will constitute a quorum.

ARTICLE VI. GENERAL BOARD

Section 1 The General Board shall consist of the Executive Board and chairs of standing committees.

Section 2. A vacancy in the membership of the committee chairs shall be filled by presidential appointment, and the person so appointed shall serve until the following term.

ARTICLE VII. VOTING

Section 1. The Executive Board shall have voting privileges.

ARTICLE VIII. MEETINGS

Section 1. Meetings shall be held as provided for in the Bylaws.

ARTICLE IX. COMMITTEES

Section 1. Committees shall be appointed as outlined in the Bylaws.

ARTICLE X. METHOD OF AMENDMENT: CONSTITUTION AND BYLAWS

Section 1. A proposed amendment to the Constitution or Bylaws shall become effective when it is approved (a) by a majority vote of the members present and voting at an Executive Board meeting followed by (b) ratification by a majority vote by mail of the members of the Association voting.

BYLAWS

ARTICLE I. MEMBERS

Section 1. Membership of the Association shall consist of:

1. Personal Members.
Includes individuals interested in promoting library service and librarianship.
2. Student Members.
Includes high school and college students interested in library service and librarianship.
3. Institutional Members.
Includes those above mentioned, having the same or similar purposes as those of the Association.
4. Honorary Members.
Includes persons nominated by the Executive Board and elected for life by the membership, or persons from outside the BRLA area whom the Board wishes to recognize for purposes of promoting awareness and good will.

5. Retired Members.
Includes persons retired from library service and librarianship.
6. International Members.
Includes persons interested in promoting library service and librarianship from a country other than the United States.
7. Special Members.
Includes patrons of the Border Regional Library Association, sustaining or supporting persons, or organizations eligible for membership.

ARTICLE II. DUES, RIGHTS AND PRIVILEGES

Section 1. Personal members in good standing shall include only those who have paid dues for the current fiscal year. All personal members shall have voting privileges. Dues for personal members shall be \$20.00 per annum.

Section 2. Each student member shall have voting privileges. Dues for student members shall be \$5.00 per annum.

Section 3. Institutional members have no voting privileges. Dues for institutional members shall be \$20.00 per annum.

Section 4. Honorary Members shall have voting privileges. They are selected for life and pay no dues.

Section 5. Retired members shall have voting privileges. Dues for retired members shall be \$10.00 per annum.

Section 6. International members shall have voting privileges. Dues for international members shall be \$10.00 per annum.

Section 7. Dues payment. Dues notices shall be mailed out annually, at the beginning of the fiscal year, with payment due on or before March 1 of the new fiscal year.

Section 8. Fiscal Year. The fiscal year of the Association shall end December 31. The fiscal year shall govern all business and activities of the Association except as otherwise provided for in the Constitution and Bylaws.

ARTICLE III. MEETINGS

Section 1. Meetings shall be called as required by the Executive Board and shall be called by the president. Only business specified on the agenda may be considered at these meetings.

Section 2. Board meetings are open to all members. Agenda items must be forwarded to the president one week in advance.

ARTICLE IV. NOMINATIONS AND ELECTIONS

Section 1. The Executive Board shall appoint a nominating committee, **chaired by the Past President,** for the purpose of nominating candidates for elective positions designated in the Constitution, Article IV.

Section 2. Ballots to elect the officers of the Association shall be **distributed** to all voting members. **The elected candidate of any race shall be the candidate receiving the most votes cast for that office. In the event of a tie, the elected candidate shall be determined by lot.** Election results will be announced in the newsletter following the election, as well as at any meeting that may occur in the interim.

Section 3. Elected officers shall assume office in the month of June.

ARTICLE V. FUNCTIONAL GROUPS & LIAISONS

Section 1. The president shall designate **liaisons and** the chairperson of each committee annually. Any committee chairperson or member of a committee desiring to establish or change policies or duties of their assigned committee must have the changes or additions approved by the Executive Board. New committee chairpersons of all standing committees, as well as special committees appointed by the president, should be selected, if possible, from prior committee members to maintain a continuity of previous and present committee activities. **Functional groups, including** committees and special interest groups, **other than standing committees,** may be created or dissolved without a constitutional amendment or change in Bylaws.

Section 2. Standing committees will consist of:

1. Editorial
2. Hospitality
3. Scholarship
4. Publicity
5. Southwest book awards
6. Continuing education
7. **Online Communication**
8. Librarian and staff member of the year
9. **Membership**
10. Nominating

Section 3. Statements of Purpose - Standing Committees:

1. The Editorial Committee is charged chiefly with the publication of the BRLA newsletter. Four issues of the newsletter are to be published each year, with the main topic of each issue being upcoming BRLA events.
2. The Hospitality Committee coordinates all reception functions for BRLA Executive Board approved events, including making reservations for meeting locations, planning for meals and other refreshments, and coordinating with the Committee chairperson in charge of the meeting/event.
3. The Scholarship Committee composes the scholarship announcement/application and directs it to the Editorial Committee for publication. The Committee reviews the applications of prospective candidates for the awards and selects the recipient. The recipient of the award will be chosen from students within the BRLA region or membership.
4. The Publicity Committee works in cooperation with other BRLA committees to prepare press releases on organizational activities. The committee is responsible for the distribution of these releases to local and surrounding media and to professional journals when appropriate.
5. The Southwest Book Awards Committee coordinates the selection of the annual Southwest Book Awards. The chair contacts publishers to solicit books for consideration and convenes the committee that examines the books submitted and selects the winners. Books received by the Committee members are the property of BRLA and will be used as door prizes at the annual BRLA Awards Banquet.
6. The Continuing Education Committee makes arrangements for BRLA Executive Board approved seminars, including program and speakers, and coordinates with the Hospitality Committee Chairperson and president-elect, as appropriate.
7. The Online Communication Committee consists of the BRLA Webmaster, who maintains the web pages, and the BRLA Listserv owner, who maintains the listserv.
8. The Librarian-of-the-Year and-Staff-Member-of-the-Year Committee is responsible for coordinating and selecting recipients of these annual awards. The recipient of the Librarian-of-the-Year award serves as the chair for the following year and selects a committee that represents as many different areas of librarianship as possible. The President may appoint an

alternate chair in the event that the awardee is not able to serve or fulfill this role.

9. The Membership Committee contacts all new members to welcome them to the organization, asks how BRLA may serve them, and if they have an interest to serve on a standing committee or special interest group. The Committee also assists the chair who is responsible for sending out membership cards and renewal notices to all members, and compiling the official membership list monthly and the annual membership directory.
10. The Nominating Committee shall place names for consideration by the membership on the annual Executive Committee ballot.

ARTICLE VI. EXECUTIVE BOARD MEETINGS

Section 1. The Executive Board shall meet monthly, except in December. The president and/or a majority of the Executive Board shall call meetings, and all members shall be notified.

ARTICLE VII. FINANCE

Section 1. An audit of all accounts shall be made annually within one month after the election of officers, before the records are transferred. Both incoming and outgoing treasurers shall be present at the audit.

Section 2. A treasurer's report of all accounts shall be given at each Executive Board meeting.

Section 3. Funds designated for the Scholarship Fund shall be identified and set aside in a manner directed by the Executive Board to insure availability for each annual award.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order (Revised), in the latest edition, shall govern the Association in all cases to which it can be applied and in which it is not inconsistent with the Constitution, the Bylaws, or special rules of order of the Association.

6/25/01

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