

## CONSTITUTION

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### CONSTITUTION

**DATE ADOPTED: May 19, 2017**

#### 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. The Recording Secretary will retain the minutes for the appointed year and will provide a copy to the BRLA Archivist for permanent storage.
5. The Corresponding Secretary conducts the general correspondence of the organization, as directed by the Executive Board, that is, correspondence that 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 to all members, and compiles the official membership list monthly and the biannual 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, and 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 of the members of the Association voting.

Revised 05/19/17

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## BYLAWS

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### BYLAWS

**DATE ADOPTED: May 19, 2017**

#### ARTICLE I. MEMBERS

**Section 1.** Membership of the Association shall consist of:

1. Regular 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.  
An entity, organization or institution recognized as having the same goals or purposes as those of the Association. Includes one individual membership (non-transferable for the membership year) that is assigned at the Institutions discretion and provides the same benefits as the individual membership.
4. Life Members.  
Includes persons nominated and approved by the Executive Board and elected for life 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. Support Staff.  
Includes paraprofessionals or other designated staff who work in libraries.

## ARTICLE II. DUES, RIGHTS AND PRIVILEGES

**Section 1.** Regular members in good standing shall include only those who have paid dues for the current fiscal year. All Regular members shall have voting privileges. Dues for Regular 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 may designate one individual membership (non-transferable for the membership year) that is assigned at the Institution's discretion. This individual member shall have voting privileges. Dues for Institutional members shall be \$30 per annum.

**Section 4.** Life 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.** Support Staff members shall have voting privileges. Dues for support staff shall be \$10.00 per annum.

**Section 8.** 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. Dues cover the timeframe of January through December.

**Section 9.** Fiscal Year. The fiscal year of the Association begins January 1<sup>st</sup> and ends December 31<sup>st</sup>. 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 will be considered at these meetings. Revisions to the agenda may occur upon approval by the board.

**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. STANDING COMMITTEES, 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. Recommendations for New Standing Committees must be brought before the Executive Board. New Standing Committee approval will then proceed as described in Article X, Section 1 of the BRLA Constitution. 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. Advocacy/Publicity/Social Media
2. Constitution/Bylaws
3. Continuing Education
4. Editorial
5. Email List
6. Hospitality
7. Intellectual Freedom
8. Intercultural
9. Librarian/Staff Member of the Year
10. Membership Directory
11. Nominating

12. Scholarship
13. Southwest Book Awards
14. Webmaster

**Section 3.** Statements of Purpose - Standing Committees:

1. The **Advocacy/Publicity/Social Media** 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, to professional journals when appropriate, and through social media outlets.
2. The **Constitution/Bylaws** Committee will review and consider amendments to the Constitution and Bylaws of BRLA.
3. 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.
4. 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.
5. The **Email List** Committee is responsible for maintaining the electronic mailing list used by BRLA.
6. 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.
7. The **Intellectual Freedom** Committee will work to educate and support efforts to protect the rights of library users and librarians, as well as, the Library Bill of Rights.
8. The **Intercultural** Committee will promote and advocate cultural awareness and inclusiveness.
9. The **Librarian-of-the-Year and-Staff-Member-of-the-Year** Committee is responsible for coordinating and selecting recipients of these annual awards. The committee should represent as many different areas of librarianship as possible. The President will appoint the committee chair.
10. The **Membership Directory** 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 renewal notices to all members, and compiling the official



biannual membership directory.

- 11.** The **Nominating** Committee shall place names for consideration by the membership on the annual Executive Committee ballot.
- 12.** The **Scholarship Committee** develops the scholarship announcement/application and forwards it to the Editorial, and Advocacy/Publicity/Social Media Committees and the Webmaster for publication. The committee selects a scholarship recipient after reviewing applications and ensuring that all eligibility requirements have been met, including membership in BRLA
- 13.** 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. The winners' copies are donated to the El Paso Public Library Southwest Collection.
- 14.** The **Webmaster** will maintain the BRLA website and update the page as needed.

## **ARTICLE VI. EXECUTIVE BOARD MEETINGS**

**Section 1.** The Executive Board shall meet monthly, except in July and 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 at the direction of the incoming President 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.

Revised 05/19/17

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