

Constitution of the North Dakota - Manitoba Chapter of the Association of College and Research Libraries

Article I -- Name

Article II -- Objectives

Article III - Affiliation

Article IV -- Membership

Article V -- Officers

Article VI -- Executive Board

Article VII -- Election of Officers

Article VIII -- Meetings

Article IX -- Amendments

Article X -- Bylaws

Article XI -- Parliamentary Procedure

Article XII -- Dissolving and Winding Up the Association

Article XIII -- Records

Article I--Name

Section 1. The name of this corporation, hereafter referred to as the Chapter, shall be the *North Dakota - Manitoba Chapter of the Association of College and Research Libraries*.

Article II -- Objectives

Section 1. The objectives of this organization shall be:

- (i) To promote and speak for the interests of academic and research libraries and librarianship in North Dakota and Manitoba.
- (ii) To provide an opportunity for discussion and exchange of ideas for persons interested in academic and research libraries.
- (iii) To contribute to the total professional development of academic and research librarians.
- (iv) To improve service capabilities of academic and research libraries.
- (v) To promote study and research relevant to academic and research librarianship and library education.
- (vi) To foster cooperation between and among academic and research libraries.

Article III -- Affiliation

Section 1. This Chapter is affiliated with the Association of College and Research Libraries, hereafter known as ACRL, a division of the American Library Association. It shall be subject to Article XIV (Chapters) of the ACRL bylaws, which to the extent they are applicable, take precedence over the Constitution and Bylaws of this Chapter.

Article IV -- Membership

Section 1. Any person or organization interested in supporting the objectives of the Association may become a member as provided for in the Bylaws.

Article V -- Officers

Section 1. Officers of the Chapter shall be Chair, Chair-elect, Secretary, and Treasurer. All officers shall be elected by the Chapter membership. The immediate Past-Chair remains an officer, ex-officio. The Chapter Chair and Chair-elect must be members of the national ACRL.

Article VI -- Executive Board

Section 1. The Executive Board of the Chapter shall consist of the Chair, Chair-elect, the Secretary, the Treasurer, the immediate Past Chair, and an elected Member-at-Large.

Section 2. The Executive Board may conduct necessary business of the Chapter including filling any vacancy that may occur in any of the offices.

Article VII -- Election of Executive Board

Section 1. A nominating committee shall be established prior to the election.

Section 2. The nominating committee shall distribute a notice of election. Members may respond to the committee if interested in running for a position or they may submit the names of candidates of their choice provided that the consent of the nominee(s) to serve if elected is obtained.

Section 3. The Executive Board shall approve the slate of candidates. Notification of the slate shall then be sent to the members in advance of the election.

Section 4. The ballot, which shall provide for write-in votes, shall be distributed to the voting membership no more than sixty (60) days and no less than twenty-one (21) days prior to the election.

Section 5. The election shall be held prior to the annual Chapter meeting with the terms of office set forth in the Bylaws Article II Section 1.

Article VIII -- Meetings

Section 1. General Meetings: The Chapter shall hold an annual membership meeting, and other meetings as deemed necessary, at a time and place to be determined by the Executive Board. The annual meetings are open to all interested in the work of the Chapter. Only dues paying members of the Chapter are permitted to vote. Notice of General Meetings must be made no less than thirty (30) days prior to the date of the meeting. Notices may be made by mail or email to each person eligible to participate in the meeting. Eligible persons shall be contacted according to the address or contact information as shown by the record of the Chapter.

(i) A quorum will constitute ten (10) percent of the membership.

Section 2. Telephone and Electronic Meetings: Due to the geographic region of the Chapter, telephone and electronic meetings, which may include text chat lines, video chat lines,

and electronic mail, may be held in lieu of an in-person meeting. Business shall be conducted in the following way:

- (i) A quorum will constitute ten (10) percent of the membership and be established through authenticated electronic communication.
- (ii) Members must state their names before speaking.
- (iii) At the chair's discretion, discussion takes place on a rotating basis.

Notification of Telephone and Electronic Meetings must be made no less than thirty (30) days prior to the date of the meeting. Notices may be made by mail or email to each person eligible to participate in the meeting. Eligible persons shall be contacted according to the address or contact information as shown by the record of the Chapter.

Section 3. Committee Meetings: Meetings of Committees may be held at times not conflicting with meetings called by the Executive Board, upon direction of the chairs of the Committees. All eligible members of the Committee must be notified of a meeting within seven (7) days prior to the proposed meeting.

- (i) A quorum for Committee Meetings shall consist of a simple majority of the members of the Committee.

Section 4. Executive Board Meetings: Meetings of the Executive Board shall be held at such times as scheduled by the Executive Board and at such additional times as called by the Chair or by one quarter of the Executive Board members. However, the Board shall meet not less than twice a year. All eligible members of the Board must be notified of a meeting within twenty-one (21) days prior to the proposed meeting. At least five (5) business days written notice of any special meeting of the Executive Board shall be delivered to each Executive Board Member at his or her address or email as shown by the record of the Chapter.

- (i) A quorum for Executive Board Meetings shall consist of a simple majority of the members of the Executive Board.

Section 5. Other Meetings

(i) **Special meetings:** Special meetings of the Chapter may be called by the Executive Board. The secretary shall notify all members at least twenty-one (21) days but not more than sixty (60) days before the scheduled date of such meeting. Such notice shall state the date, time, place and purpose of the meeting and by whom called. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

- (i) A quorum will constitute ten (10) percent of the membership.

(ii) **Action By Members Without A Meeting:** Whenever members are required or permitted to take any action by vote, such action may be taken without a meeting by regular mail or by electronic mail.

- (i) A quorum will constitute ten (10) percent of the membership.

Article IX -- Amendments

Section 1. The Constitution may be amended by a two-thirds (2/3) majority vote of Chapter members who return an electronic, paper, or mail ballot.

Section 2. The proposed Constitution amendments shall be presented to the Chapter membership thirty (30) days prior to the meeting or distribution of the ballot.

Article X -- Bylaws

Section 1. Purpose: Bylaws to the Constitution are intended to amplify and carry out the provisions of the Constitution.

Section 2. Proposals for amending the Bylaws may be submitted in writing to the Executive Board or initiated by the Executive Board.

Section 3. The Bylaws may be amended by a majority vote of the Chapter members who return an electronic, paper, or mail ballot.

Section 4. The proposed Bylaws changes shall be presented to the Chapter membership thirty (30) days prior to the meeting or distribution of the ballot.

Article XI -- Parliamentary Procedure

Section 1. Business of the chapter shall be conducted using *The Standard Code of Parliamentary Procedure*, latest revised edition, by Alice Sturgis.

Article XII -- Dissolving and Winding Up the Association

Section 1. The Chapter may be dissolved by a three-fourths (3/4) majority of the Chapter members attending a special meeting called for the purpose.

Section 2. A petition to dissolve the Chapter shall be presented to the Chapter membership no less than thirty (30) days prior to the meeting and shall specify the meeting purpose.

Section 3. Upon adoption of the petition to dissolve the Chapter the Executive Board shall provide for the orderly winding up of business of the Chapter, which shall include the payment of outstanding bills, notification of the appropriate bodies and the transfer of assets and records to the successor entities if any.

Article XIII -- Records

Section 1. The Chapter's current Constitution and Bylaws must be deposited with the University of North Dakota Elwyn B. Robinson Department of Special Collections, the national ACRL and the North Dakota Secretary of State.

Section 2. Executive Board Members and Committee Chairs at the end of their elected term will deposit correct and complete copies of accounting records, voting agreements, and

minutes of meetings of members that are dated older than two years with the University of North Dakota Elwyn B. Robinson Department of Special Collections.

Amended: June 7, 2012 by ballot

Amended: May 5, 2000 at Spring Business Meeting

Adopted: Summer 1997 by ballot