

# **Bylaws of the North Dakota - Manitoba Chapter of the Association of College and Research Libraries**

Article I -- Membership

Article II -- Officers/Duties

Article III -- Executive Board

Article IV -- Voting

Articles V – Meetings

## **Article I – Membership**

### Section 1. Membership:

(1) Membership in the North Dakota - Manitoba Chapter of the Association of College and Research Libraries (hereafter referred to as the Chapter) shall be open to any person:

(i) Who resides within North Dakota or Manitoba or is employed by an academic or research library located within North Dakota or Manitoba; or has an interest in academic or research libraries

***and***

(ii) Who has joined the Chapter and paid the dues imposed by the Chapter.

(2) Members in good standing shall be entitled to equal rights and privileges in the Chapter.

Section 2. Dues: Members will pay annual dues of \$10 US for members of the national ACRL or \$20 US if not a national ACRL member.

Section 3. The membership year shall be April 1<sup>st</sup> to March 31<sup>st</sup>. Memberships will be accepted throughout the year for the current membership year without the prorating of dues.

## **Article II – Officers/Duties**

### Section 1: Terms of Office

(1) All members of the Executive Board shall serve one-year terms, with the exception of the Treasurer, who shall serve a three-year term. No officer shall simultaneously hold more than one office. A member must be in good standing of the Chapter to be on the Executive Board.

(2) The term of office for elected officers shall begin upon announcement of the election results at the conclusion of the annual business meeting.

(3) Resignation of an officer will become effective immediately or on the date specified therein and a vacancy will be deemed to exist on that date. Any vacancy occurring, whether by

resignation, removal, death or otherwise, shall be filled for the duration of an unexpired term by appointment made by the Executive Board, except in the office of Chair which shall be filled by the respective Chair-elect who will become the Chair for the unexpired term of the Chair and for the next succeeding term.

(4) Any officer moving permanently from the region must resign from office.

## Section 2. Duties of Officers:

### (1) The *Chair* shall:

(i) Act as the chief administrative officer, preside at all Chapter meetings and appoint committees necessary to conduct business.

(ii) Act as the chief administrative officer regarding national ACRL correspondence, calls for information, and reports.

(iii) Represent the Chapter at national and regional ACRL meetings, including acting as the delegate to the ACRL Chapter's Council meetings. If unable to attend, the Chair will appoint a replacement representative as outlined in Article III, Section 1 (i).

(iv) Provide information to members regarding ACRL activities and promote the objectives of ACRL throughout the state and province.

(v) Appoint a member to serve as the ACRL local legislative representative. The ACRL legislative representative shall provide information from the National ACRL office concerning issues of interest to ACRL before legislative bodies and communicate ACRL's interests to those bodies. The ACRL legislative representative may be any member of the Chapter.

(vi) Ensure that the Registered Agent for the chapter files North Dakota State and U.S. Federal documents in a timely manner.

(vii) Call and preside over meetings of the Executive Board.

(viii) Appoint committees with the approval of the Executive Board. Terms of appointment shall be concurrent with that of the Chair, unless otherwise determined at the time of appointment.

### (2) The *Chair-elect* shall:

(i) Be responsible for the planning and preparation of the program at the annual membership meeting.

(ii) Preside at meetings in the absence of the Chair.

(iii) Undertake responsibilities as assigned by the Chair.

(iv) Succeed to the office of Chair.

### (3) The *Secretary* shall:

(i) Serve as Secretary to the Chapter.

(ii) Record and distribute minutes of the Chapter business meetings and Executive Board meetings to the members of the Chapter.

(iii) Assist the Chair with the maintenance of Chapter records and files, and help to provide information to members regarding Chapter activities.

(4) The *Treasurer* shall:

(i) Serve as Treasurer to the Chapter.

(ii) Manage the Chapter's funds, pay bills, balance the checking account and prepare and present a report for the annual business meeting.

(iii) Maintain the membership roster, send notices for renewal of membership by March 1st of each year and collect such dues as may be imposed.

(5) The immediate *Past Chair* shall:

(i) Chair the nominating committee.

(ii) Prepare the election ballot and announce the results.

(iii) Serve as an ex-officio member of the Chapter Executive Board.

(6) The *Member at Large* shall:

(i) Represent the interests of the membership on the Executive Board.

(ii) Help the Executive Board serve the membership.

### **Article III--Executive Board**

Section 1. Duties. The Executive board is responsible for utilizing available Chapter funds and National ACRL allocations, carrying out the annual membership meeting, recommending dues changes for membership ratification, and making sure the Chapter is represented at Chapter's Council.

(i) The Chair may be granted up to \$500 to attend either the annual or midwinter meeting as a Chapter representative and voting member for Chapter's Council. If the Chair cannot attend, the Chair-elect has second call on the funds. If the Chair-elect cannot attend the Chair can designate another member of the Executive Board to receive the grant. The Chapter representative must be a member of the Executive Board and a member of National ACRL.

(ii) Only one Executive Board member is sponsored per year and the Board retains the right to not disburse the funds if it would deplete the treasury.

Section 2. Remuneration: Members of the Executive Board shall not be entitled to remuneration for serving in that capacity, but shall be entitled to reimbursement for all reasonable expenses incurred in the exercise of their duties. Use of the National ACRL allocation is dictated by the guidelines set forth in ACRL's Guide to Policies and Procedures Chapter. 5: Chapters.

Section 3. Liability: As per North Dakota Century Code 10-33-47 Executive Board Officers are immune from civil liability if that officer was acting in good faith and in the scope of their official duties.

#### **Article IV -- Voting**

Section 1. Elective positions for the Chapter shall be determined by a simple majority of the membership. The candidate receiving the simple majority of votes shall be elected. In case of a tie vote, the successful candidate shall be determined by lot of the Executive Board.

Section 2. At any meeting of the members, each Member present, in person or by proxy, shall be entitled to one vote. Upon demand of any member, any vote for directors or upon any question before the meeting, shall be by ballot.

Section 3. Votes by mail, telephone or online may be authorized by the Executive Board for the purpose of conducting necessary business between meetings, or in lieu of a quorum. The procedure for voting by mail, telephone or online will be as directed in the Executive Board Handbook.

#### **Article V -- Meetings**

Section 1. Meetings of Members shall be held at a location designated by the Chair. The annual meeting shall be conducted in the spring, alternating between Manitoba and North Dakota when possible, and shall include a program.

Section 2. The Chapter shall hold its annual business meeting at its spring meeting. Additional Chapter meetings may be called as necessary.

Section 3. In the absence of a quorum as defined in the Constitution, a majority of the members present in person or by proxy may adjourn the meeting. Notice of the new meeting is not required if the time and place for the new meeting are announced at the meeting at which the adjournment is taken. Any business may be transacted at the new meeting that may have been transacted at the original meeting.

Adopted May 4, 2016 by ballot.

Revised November 17, 2017 by ballot.