



## **Community of Interest Bylaws Template (Optional)**

### **ARTICLE I – Name**

The name of this organization shall be \_\_\_\_\_

### **ARTICLE II – Mission**

The mission of \_\_\_\_\_ is to \_\_\_\_\_

### **ARTICLE III – Membership**

Membership shall be open to any member in good standing of ArLA who is interested in furthering the objectives of \_\_\_\_\_

### **ARTICLE IV – Steering Committee (this is just one option of how to organize the group)**

- A. The Steering Committee shall be composed of four officers elected by the membership of the COI: a Chair, Vice-Chair, a Secretary, a Past-Chair
- B. Election of Steering Committee
  1. One Steering Committee officer shall be elected at each annual meeting and shall serve a four-year term of office in the following progression:
    - a. First year: Serve as Secretary.
    - b. Second year: Serve as Vice-Chair/Chair-Elect.
    - c. Third year: Serve as Chair.
    - d. Fourth year: Serve as Past-Chair.
- C. Duties of the officers are as follows:
  1. The Chair shall preside at all meetings of this Community of Interest and he/she shall plan, with the help of the group programs, and activities. The Chair shall attend ArLA Board meetings. If he/she cannot attend a meeting he/she shall designate another COI member to represent them. At the November ArLA meeting, the Chair is responsible for providing copies of required archival materials to ArLA for archiving. The Chair is also responsible for providing the Vice-Chair with the documents necessary for them to function as Chair and for submitting the annual report of the Community of Interest by December 31.

2. The Vice-Chair shall preside in the absence of the Chair and shall assist with the planning of programs and activities.
  3. The Secretary shall record all official actions of the COI and shall keep minutes of all meetings forwarding a copy of all meeting minutes to the ArLA Secretary for archival purposes. The Secretary is responsible for the expenses of the COI.
  4. The Past-Chair shall provide guidance, support and organizational memory to the steering committee.
- D. Officers shall serve from January 1 to December 31 of the year after they are elected at the annual business meeting.
- E. Vacancies in elective positions shall be filled as follows:
1. The office of Chair shall be filled by the Vice-Chair for the remainder of the term. This succession shall not prevent the person who succeeds to the office of the Chair from serving a normal term as Chair the next year as provided by Article IV, Section C.
  2. A vacancy in the office of Vice-Chair shall be filled by the Secretary.
  3. A new Secretary shall be appointed by the Steering Committee to serve until the next annual business meeting at which an election is held.
  4. If a vacancy occurs and there are no other officers, the President of ArLA shall secure an individual to fulfill the term of office until the next annual meeting at which time the members of the CI shall select new officers.
- F. Removal from elective position

Should an officer demonstrate a pattern of failure to perform all the duties of an office, notification shall be given to the COI Chair. The officers of that COI shall investigate and, if appropriate, appoint a replacement until the next Annual meeting at which an election is held.

#### **ARTICLE V – Nominations and Elections**

- A. Nominations are open to all members in good standing of the COI.
- B. The Chair of the COI shall appoint a nominating committee of three members who represent varied groups, geographical areas, and interests.
- C. The Nominating Committee shall solicit nominations from the COI membership and shall present nominations each year for a Secretary to serve a four year term as detailed above. If other vacancies exist, the Committee will also submit names for those positions. The committee shall notify the membership of its nominations, including a brief biographical sketch at least thirty days in advance of the regular annual business meeting. For regular elections, thirty days notice will be given. For special elections, the Nominating Committee will give as much notice as is practical.

- D. Elections shall be held either electronically via email to all members, using Association election software, or in person at the annual conference.

#### **ARTICLE VI – Meetings**

- A. The Community of Interest shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting, shall be held in conjunction with the annual conference of ArLA.
- B. Regular meetings of the COI shall be held as needed to conduct business. These meetings may be conducted via teleconference or e-mail. A majority of the officers shall constitute a quorum.
- C. Notice of all meetings shall be submitted to the ArLA webmaster by the Chair for posting on ArLA's web-based calendar.

#### **ARTICLE VII – Goals**

- A. The COI shall annually present its goals and a timetable for accomplishing those goals.
- B. The COI shall sponsor a program at the ArLA Annual Conference every year. The program may be co-sponsored with other ArLA Communities of Interest or Committees.
- C. The COI shall develop programs and activities that further the objectives of the group as stated in Article III of these Bylaws. The COI will strive to develop opportunities for programs and activities outside of the annual ArLA conference.

#### **ARTICLE VIII - Annual Reports**

- A. The COI shall submit a written annual report to the Executive Board as soon as possible and no later than thirty days after the annual business meeting. This report shall contain information concerning progress toward achieving the goals of the group, modification to the goals in light of progress, future objectives, and any additional information deemed necessary.
- B. The Chair may wish to present an oral annual report at the ArLA Annual Membership Meeting.

#### **ARTICLE IX – Committees and Task Forces**

- A. The Chair shall appoint committees and task forces as needed, subject to the approval of the officers.
- B. The officers function as a nominating committee. Members of the COI shall be notified in advance of the election of the nominees. For regular elections, thirty days notice will be given. For special elections, the Nominating Committee will give as much notice as practical.
- C. The Chair may appoint representatives as needed, subject to the approval of the officers. This may include, but is not limited to, representatives to the ArLA Annual Conference Committee.
- D. These committees or task forces shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of this COI's members. The officers shall

approve the formation of such groups and a liaison to the officers shall be designated by the special interest group so formed.

#### **ARTICLE X - Financial Support**

- A. This Community of Interest is eligible for financial support as provided by ArLA Bylaws, Article \_\_\_\_, Section \_\_\_\_.
- B. The Officers, in planning programs and activities, will prepare the proper paperwork needed to obtain the appropriate ArLA funding.

#### **ARTICLE XI - Archival Material Submission**

- A. The Chair and/or Secretary shall submit to ArLA copies of all required information for archival purposes.
- B. The information submitted shall include copies of at least the following:
  - 1. Bylaws-If there have been any changes made during that year
  - 2. Correspondence
  - 3. Membership list
  - 2. Minutes of meetings
  - 3. Conference materials

#### **ARTICLE XII - Amendments to the Bylaws**

- A. Bylaws for this Community of Interest may be adopted, suspended, and amended at any regular meeting of the group by a two-thirds vote of the members present provided amendments have been submitted at the previous regular meeting or by regular mail or e-mail thirty days in advance of the next regular meeting. The Bylaws may also be adopted, suspended, and amended by a regular mail or e-mail ballot of the group by a two-thirds vote of the returned ballots provided the closing date of the ballot is at least sixty days after the date the ballots were mailed.
- B. Any Bylaws adopted, suspended or amended by this group must then be submitted to the ArLA Bylaws/Handbook Committee for review and approval. Once the Committee has approved them, the Chair of the Committee presents them to the Executive Board for approval.