

**Arkansas Library Association
Annual General Meeting Minutes
Tuesday, October 7, 2014
Hot Springs Convention Center, Hot Springs, AR**

The meeting was opened at 8:30 AM by President Devona Pendergrass.

The minutes were distributed by email to the entire membership as well as having been posted on the ArLA website for review. Motion to approve the 2013 general membership meeting minutes was made by Cathy Toney with a second made by Michael . Motion passed.

The following election results were announced:

Vice President/President-elect: Judy Calhoun

Secretary/Treasurer: Jessica McGrath

All constitution and bylaws changes passed. (A hard copy of the changes will be attached.)

Current conference registration is 230.

The profit & loss statement was handed out to the members in attendance.

Current membership is at 557. The goal of 100 new members set by the membership/new member committee chair at the beginning of the year was met and exceeded. The total new members was 117.

Michael moved with a second made by Lynaire Hartsell to adjourn. Motion passed. Meeting adjourned at 8:45 AM.

The following Constitution and Bylaws changes were voted on. Proposed re-wording is in italics and deletions are crossed out. All other sections not listed here had no changes.

Constitution

This constitution and these bylaws replace all previous versions for governing the affairs of the Association *and will become effective January 1 of the year after the vote has taken place.*

Article VI

Administration and Organization

Section 2. Officers

A. The officers of the Association shall consist of a President, Vice-President/President-Elect, ~~and Secretary/Treasurer~~ *and ALA Councilor*. Terms of office shall be one year, with the exception of the Secretary/Treasurer who shall serve a term of two years, and shall begin at the first meeting of the Executive Board following the election or on January 1, whichever comes first. *ALA Councilor will serve a three year term beginning the morning after election results are announced, in accordance with ALA procedures.* Officers shall serve until their successors are duly elected and assume office. The Officers shall perform the duties prescribed by the ArLA Manual. All officers must be Association members.

B. Nomination and election of officers.

1. One or more eligible candidates who hold personal membership shall be proposed by the Nominating Committee for each elected office. A report of the Nominating Committee shall be submitted to the President no later than ~~ninety days~~ *July 1* before the annual meeting. ~~Mail-in nominations shall be received by the Executive Administrator no later than 30 days before the annual meeting.~~ Consent of all nominees shall be secured prior to nomination.

2. A majority of the votes cast by personal members shall constitute election. The election shall be ~~held by written ballot during the first two days open until 3 p.m. on the 2nd day of the annual conference.~~ An exact voting schedule shall be established by the Executive Board and made available at conference registration. ~~A request for an absentee ballot shall be included in the registration packet.~~ The President shall appoint three tellers to conduct the election, count the vote, and give a report ~~before the last session at the general membership meeting of the annual meeting adjourns conference.~~

3. A special election will be held if there is not an annual meeting. The Executive Administrator shall prepare a ballot of the nominees for the election of officers and shall mail it to all personal members of the Association. Ballots must be returned at a specified date not later than one month after the time set for the annual meeting. The Executive Administrator shall count the ballots with the assistance of two tellers appointed by the President. The candidate receiving the largest number of votes shall

be elected and the Executive Administrator shall immediately notify the President by letter of the *tabulated* results. The President in turn shall announce the results in the official publications of the Association.

Section 3. Executive Board

C. The Executive Board shall fill vacancies in Association offices as provided by Article VI, Section 2c, approve all committee chair appointments, approve budget, assist in planning and arranging for the official meetings, authorize the establishment and the dissolution of Divisions and Round Tables as specified in Articles IX ~~and X~~, and accept, create or establish any other activities, functions or services within the Association that it deems advisable provided that such action is submitted to the membership for approval at the next annual meeting.

E. ~~An~~ *The* Executive Committee of the Executive Board shall serve as an advisory group to the President, to the Executive Administrator, and to the Executive Board, and in case of emergency, it may act on behalf of the Executive Board. The Executive Committee shall be composed of the President, Vice-President/President-Elect, Past President, Secretary/Treasurer, and the ALA Councilor. The Executive Administrator shall serve as ex-officio member without a vote. The Committee shall meet upon call from the President who will designate the times and places of meetings.

Section 4. Committees of the Association

A. Standing committees of the Association shall perform the duties prescribed in the Association's Manual. The Standing Committees are: Awards, Conference, Constitution, *Emerging Leaders*, Finance, *Future Conference Site*, Intellectual Freedom, *Journal Editors*, Legislative, *Marketing*, *Membership/New Members*, Nominating, Public Relations, ~~Publications~~, ~~and~~ Scholarship, *and Web Services*.

C. All committee chairs shall prepare a written report to be given at the Annual Business meeting. A copy of the report will be given to the Secretary/Treasurer to be filed with the minutes. ~~A copy shall also be given to the Executive Administrator.~~ Interim reports will be made when requested by the President.

D. Budget requests for committee activities and expenses shall be considered as specified in the ArLA Manual.

E. Ad hoc committees may be appointed by the President as needed to perform definite assignments of limited duration. Committees whose work extends beyond the term of the President who appoints them will be subject to reappointment or replacement by the incoming President.

Section 5. Executive Administrator

The Executive Administrator shall be ~~appointed~~ *contracted* by the Executive Board and shall serve at its pleasure until the ~~appointment contract~~ is terminated by either party following at least thirty days written notice. Duties and salary shall be ~~regulated~~ *governed* by the Executive Board.

Article VII

Meetings

Section 4. Quorum

Five percent of the total personal membership ~~at the end of the first six months of the year~~ shall constitute a quorum for the transaction of business of the Association at any *general* membership meeting. ~~If a membership meeting should be called during the first six months of the year, five percent of the total personal members at the time of the call shall constitute a quorum.~~ Official membership records in the Association office will be used to determine the number needed for the quorum.

Article VIII

Finance

Section 2. Fees

A. All persons attending an annual or special meeting of the Association shall pay a registration fee as ~~fixed~~ *determined* by the Executive Board for each meeting.

Section 4. Audit

A. The President shall ~~arrange for an audit~~ *appoint 3 members of the Executive Board to conduct an annual internal audit review* of the financial records of the preceding year to be conducted by the end of January. ~~by a qualified auditor.~~ As soon as practical after completion, the audit *review results* shall be published in the official publications of the Association.

Section 6. Disbursements

A. The Executive Administrator shall pay all bills in accordance with guidelines established by the Executive Board and included in the annual budget. Payment of bills for items not budgeted must have the approval of the Executive ~~Board~~ *Committee* at the earliest opportunity.

Article IX

Divisions and Round Tables

Section 1. Divisions *and Round Tables* of the Association may be organized to represent a field of activity or category of library function distinct from that of other divisions. The Executive Board may authorize, subject to action by the Association at the next annual meeting, the establishment or name change of a *Division or Round Table* within the organization. Such action shall be considered only by petition of not fewer than twenty-five members of the Association interested in the same general field of activity. The Executive Board shall appoint a temporary Chair pending action by the Association in confirming the new Division. A list of recognized Divisions *and Round Tables* may be found in the Bylaws.

Section 2. All Divisions *and Round Tables* shall be an integral part of the Association and shall exist for the purpose of discussion, planning and cooperative action in connection with the mutual problems of the individual members performing similar work, provided that all activities of the Divisions *and Round Tables* shall be related to the policies and work of the Association *and shall not be discharged independently of the Association and its officers* and Executive Board.

Section 3. The Executive Board may appropriate and budget reasonable sums to support the work of a *Division or Round Table*. A *Division or Round Table* may, at the discretion of its members, raise and earmark funds turned over to the Association for the support of projects and/or programs approved by the *Division's or Round Table's* members and the Executive Board. Budget requests for *Division and Round Table* activities and expenses shall be considered as specified in the ArLA Manual.

Section 4. *Any personal member of the Association may have membership in more than one Division or Round Table.*

Section 5. Each *Division or Round Table* shall elect a Chair, Vice-Chair, and a Secretary at the annual meeting for a term of office not to exceed that of the officers of the Association under such conditions as the Executive Board may impose. All candidates and elected *Division or Round Table* officers and committee members must be Association members.

Section 6. Divisions *and Round Tables* shall notify the Executive Board of any meetings that are held other than at the time and place of the annual Association meeting. Any two or more Divisions *or Round Tables* may at their discretion and by notification of the Executive Board combine for joint sessions.

Section 7. All *Division and Round Table* secretaries shall prepare two copies of the minutes of its annual meeting and any special meetings. ~~One copy is to go to the Executive Administrator for inclusion in the permanent records of the Association.~~

Section 8. *Divisions or Round Tables* of the Association may be dissolved by a petition submitted by vote of the *Division or Round Table* and subject to the approval of the Executive Board and the membership of the Association. Any money held by that *Division or Round Table* will revert to the Association.

~~**Section 9.** Bylaws consistent with the Bylaws of the Association may be written at the discretion of each division. A copy shall be filed with the Executive Administrator.~~

Article X

Round Tables

~~**Section 1.** Round Tables shall represent areas of librarianship not within the scope of a single division. The Executive Board, upon petition of not fewer than ten members of the Association, may authorize the establishment of a Round Table.~~

~~**Section 2.** No Round Table shall incur expense on behalf of the Association except as authorized, nor shall any Round Table commit the Association by any declaration of policy.~~

~~**Section 3.** The Executive Board, through its Executive Committee, may appropriate and budget reasonable sums to support the work of a Round Table, as specified in the ArLA Manual. Any additional funds raised by the Round Table shall be turned over to the Association Secretary/Treasurer to be disbursed for projects or programs determined by the Round Table with approval of the Executive Board.~~

~~**Section 4.** Any personal member of the Association may have membership in one or more Round Tables.~~

~~**Section 5.** Each Round Table shall elect a Chair, Vice-Chair, and Secretary at the annual meeting, for a term of office not to exceed that of the Officers of the Association and under such conditions as the Executive Board may impose. All candidates and elected Roundtable officers and committee members must be Association members.~~

~~**Section 6.** Round Tables shall notify the Executive Board of any Round Table meetings that are held other than at the annual meeting.~~

~~**Section 7.** Minutes of all Round Table meetings shall be filed with the Executive Administrator of the Association.~~

~~**Section 8.** A Round Table shall be discontinued when its membership falls below ten persons as evidenced on annual membership renewals. The Executive Administrator shall so inform the Chair and shall announce the decision in the next issue of the official publication. Any money held by the Round Table will revert to the Association.~~

~~**Section 9.** Bylaws consistent with the Bylaws of the Association may be written at the discretion of each Round Table. A copy shall be filed with the Executive Administrator.~~

Article XI X

Parliamentary Authority

The Standard Code of Parliamentary Procedure by Alice Sturgis, 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.

Article XII XI

Bylaws

Bylaws not in conflict with the Constitution may be adopted, amended, revised, or repealed at any membership meeting of the Association by two-thirds vote of members present.

Article XIII XII

Amendments

The Constitution may be amended or revised at any membership meeting of the Association by a two-thirds vote of the members present. The proposed amendments must be filed by their proponents in writing to the Constitution Committee *by July 1* and the Executive Board ~~at least sixty days~~ *by August 1* prior to the annual meeting. Notice of the proposed amendments shall be given to the membership ~~at least thirty days~~ *by September 1* prior to the beginning of the annual meeting of the Association. All amendments to the Constitution will be forwarded to the American Library Association.

Bylaws

Article I.

Membership

4. **Retired Library Employee** - persons retired from any library positions. ~~and age 62+.~~
5. **Student** - ~~persons enrolled full-time in higher educational institutions and who are interested in the purpose of the Association.~~ *a person enrolled in a library degree granting program or related field.*
7. **Life** - any person (age ~~62+~~ 60+) who has purchased life membership in the Association.
8. **Honorary** - ~~persons that who have been granted this designation through nomination by the Executive Board and vote of the membership, and who have rendered important service to library interests.~~ *persons who have rendered important service to library interests may be granted this designation, nominated by the Executive Committee and approved by the Executive Board.*

Institutional membership is available to libraries, schools, businesses other groups interested in the purpose of the Association. Institutional members ~~with the exception of foreign members,~~ shall receive the official publications, ~~membership directory, and general announcements of the Association~~ but shall not have a vote or representation. ~~Foreign institutional members shall receive only the official publication of the Association.~~

Section 2. Dues.

A. The dues set forth in the Bylaws are to be paid to the Executive Administrator by ~~March 31 or membership expires~~ by end of their membership month. Expired memberships may be reinstated upon payment of dues. ~~for current year. First time members who pay dues and ArLA Conference fees at the same time will have membership for the rest of the current year and the next calendar year.~~

B. Dues to be paid shall be as follows:

6. Contributing Member	Bronze	\$150
	Silver	\$250
	Gold	\$500
	Platinum	\$1,000

8. Institutional member ~~\$250-100~~

Section 3. Membership year.

~~The membership year for the Association shall be the calendar year.~~ *Membership for the Association will run on a 12 month basis from time of payment.*

Article III.

Round Tables

Round Tables of the Arkansas Library Association are:

1. Government Documents
2. Information Technology
- ~~3. New Members~~
3. Two Year Colleges
4. Youth Services

Article V.

Payment of Expenses

Travel expenses shall be dealt with as follows: Maximum amounts for reimbursement shall be determined by the Executive Board. Using procedures described in the Arkansas Library Association Manual (*Chapter 8, Funding Expenses & Budgeting*), receipts for travel expenses shall be submitted to the Executive Administrator for reimbursement after approval by the President.