

COLLEGE AND RESEARCH LIBRARIES (CRLD) DIVISION OF THE DELAWARE LIBRARY ASSOCIATION

BYLAWS

ARTICLE I. NAME. The name of this organization shall be the College and Research Libraries Division, hereafter called the Division, of the Delaware Library Association, hereafter called the Association.

ARTICLE II. PURPOSES. The purposes of this Division shall be:

1. To promote library service within and for the college and research libraries of Delaware.
2. To promote cooperative efforts which improve the quality and increase the accessibility of the resources of college and research libraries.
3. To study, approve and promote policies and programs designed to strengthen financial support for institutions of higher education, with particular emphasis on Delaware.
4. To provide activities for the intellectual stimulation and professional development of college and research librarians in Delaware.
5. To assume the authority to act, in conformance with the policies of the Association, with respect to matters which pertain to the college and research libraries.

ARTICLE III. MEMBERS. Membership in this Division shall be open to all members of the Association.

The dues paid to the Association shall constitute dues for this Division, providing that a portion of the annual income from the Association be allotted to this Division. Any additional fees or assessments may only be levied at the vote of the membership of the Division after due and proper notification that such action is pending.

Only personal members of the Association who have been admitted to membership in this Division shall have the right to vote, to hold office, and to serve on committees.

ARTICLE IV. OFFICERS. The officers of this Division shall be a President, a Vice-President / President-Elect, a Secretary and a Treasurer. These officers shall perform the duties prescribed by the bylaws, and such other duties as

may be approved by the Executive Board of the Division or by the parliamentary authority adopted by the Division.

Duties of Officers. The president shall: 1) Preside over all meetings of the Division and its Executive Board, 2) Be a voting member of the Association Executive Board (See Article V), 3) Appoint Ad hoc committees as needed, and 4) Be *ex-officio* member of all committees except Nominating.

The Vice-President / President-Elect shall: 1) Act as President in the President's absence, 2) Fill a Presidential vacancy, 3) Serve on the Association Program Committee.

The Secretary shall: 1) Record minutes of all meetings of the Executive Board and the Division, 2) Present prepared minutes for approval at the next meeting.

The Treasurer shall: 1) Keep track of the Division's expenditures, 2) Serve as Chair of the Division Membership Committee.

Election of Officers. A Nominating Committee of three members shall be appointed by the President and approved by the Executive Board of the Division. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in the spring. The Nominating Committee shall report to the Executive Board at its meeting preceding the annual meeting. Notice of the slate shall be mailed to the membership with the call of the meeting, at least two weeks in advance of the date of the said meeting. Additional nominations may be made from the floor at the annual meeting, and election shall be by a show of hands unless a written ballot is requested.

Terms of Office. The President and the Vice-President / President-Elect shall serve for one year. The Secretary and Treasurer shall serve for staggered, two-year terms. Their terms shall begin at the close of the annual meeting at which they are elected and shall end after the designated period or after their successors are elected and take office.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. No one holding office in the Association shall be eligible for office in this Division.

Filling Vacancies. Any vacancy occurring on the Executive Board shall be filled in the following manner:

- a. The President. The President-Elect shall automatically assume the duties but not the office of the President.
- b. The President-Elect. A successor is chosen by a special election conducted in accordance with the rules governing general elections, by mail if necessary, unless the vacancy occurs within the two months immediately preceding distribution of ballots for the annual election, in which case the election of the successor shall be part of the annual election and nominees designated as candidates for the office of President.
- c. The Secretary, Treasurer. These vacancies shall be filled until completion of the annual election through appointment by the President subject to the approval of the Executive Board. If more than one year remains in the term of office, the election of a successor to complete the term shall occur at the annual business meeting.
- d. The immediate past president. A person who has held an elected position on the Executive Board in the past shall be appointed by the president subject to the approval of the Executive Board to fill this vacancy.
- e. Members of the Executive Board filling vacancies as described above shall assume their duties immediately upon selection.

ARTICLE V.

EXECUTIVE BOARD. The officers of the Division, and the immediate past president, shall constitute the Executive Board of the Division. The Executive Board shall have general supervision of the affairs of the Division between its business meetings, make recommendations to the Division, fix the time and place of meetings in coordination with the Association, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Division, and none of its acts shall conflict with action taken by the Division or by the Association.

As provided in the bylaws of the Association, Article III, the President of the Division or a designated alternate shall be a member of the Executive Board of the Association.

Regular and special meetings of the Executive Board of the Division shall be set by the Board, and/or shall be called on the written request of at least three members of the Board.

The Executive Board, through its representative, shall submit its budget and program annually to the Executive Board of the Association and shall receive and disburse all funds allotted to it or received through special

levy or donations to the Division through its Treasurer.

ARTICLE VI. MEETINGS. The regular meetings of the Division shall be held in the spring of each year, at the same time and place as the meetings of the Association. The annual meeting of the Division shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Special meetings may be called by the President or by the Executive Board, and shall be called upon the written request of any five members of the Division, provided that at least five days written notice shall be given, and the purpose of the meeting shall be stated in the call.

Fifteen members or one-third of the membership of the Division shall constitute a quorum.

ARTICLE VII. COMMITTEES. A Program Committee, of three members, whose Chairman shall be the Vice-President, shall be appointed by the Vice-President promptly after the annual meeting. Its duty shall be to plan the annual program in consultation with the President. Its report shall be presented to the Executive Board for approval at its next regular meeting.

A Membership Committee of at least three members, whose Chairman shall be the Treasurer, shall be appointed by the Treasurer promptly after the annual meeting. Its duty shall be to keep a record of the number of members in the Division, and to recruit new members. Its report shall be made to the Executive Board at its next regular meeting.

A Nominating Committee. See Article IV, Election of Officers.

Other committees, standing or special, shall be appointed by the President as the Division or the Executive Board shall from time to time deem necessary to carry out the work of the Division.

ARTICLE VIII. PARLIAMENTARY AUTHORITY. The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the bylaws of the Association and any special rules of order the Division or the Association may adopt.

ARTICLE IX.

AMENDMENT OF BYLAWS. These bylaws may be amended at any regular meeting of the Division by a two-thirds vote, provided that the amendment has been submitted in writing with the call of the meeting, or at least ten days prior to the meeting.

Revised April 2003