

## **Colorado Association of Special Libraries (CoASL) Bylaws**

Amended October 2014

### **ARTICLE I - NAME**

The name of the organization shall be the Colorado Association of Special Libraries. The Colorado Association of Special Libraries (CoASL) is an association of the Colorado Association of Libraries (CAL).

### **ARTICLE II - PURPOSE**

#### **Section 1.**

- To support the purpose of Colorado Association of Libraries (CAL)
- The general purpose of the Association shall be to promote special library service in the State of Colorado, to work for the continued improvement of special libraries in Colorado, to contribute to the professional growth of its members, and to strive for the further improvement of the profession of librarian.

### **ARTICLE III - MEMBERSHIP**

#### **Section 1.**

Any person or organization interested in the purpose of the association shall be encouraged to become a member of the Colorado Association of Libraries.

#### **Section 2.**

The Colorado Association of Libraries Board of Directors shall set membership dues.

#### **Section 3.**

Any member of the Colorado Association of Libraries may select to be a member of the Colorado Association of Special Libraries.

### **ARTICLE IV - ADMINISTRATION**

#### **Section 1.**

The elected officers of the Association shall be: President, President-Elect, Immediate Past President, and Secretary.

#### **Section 2.**

The duties of the officers are:

- The President, President-Elect, and Past President shall be responsible for the management of the Association including the submission of an annual report to the CAL Executive Board. The Secretary shall keep the necessary records and minutes of the Association.
- The President or his designee shall serve as the Colorado Association of Special Libraries representative on the Colorado Association of Libraries Executive Board as a voting member. Responsibilities will conform to the bylaws of the Colorado Association of Libraries.
- The officers with the leadership of the President shall determine other specific roles of each elected position.

#### **Section 3.**

The Executive Committee shall consist of the elected officers.

#### **Section 4.**

The Executive Committee shall be responsible for determining the major area of emphasis and program concentration of the Association.

#### **Section 5.**

The bylaws shall identify the role of authority and responsibility of the elected officers and the directors, and the policies shall be reviewed, reaffirmed, or amended periodically.

**Section 6.**

CoASL will submit a budget annually to the CAL Board for approval. All finances of CoASL will be handed through the CAL executive director.

**ARTICLE V - ELECTIONS**

**Section 1.**

The President-Elect will chair the Nominating Committee. The Nominating Committee shall have charge of the election and shall prepare a ballot listing the candidates for each officer with provision for write-in candidates. Nominations will be sent the CAL Nominating Committee Chair in accordance with CAL election deadlines.

**Section 2.**

Officers shall assume their duties on the first day of the calendar year.

**Section 3.**

The President-Elect shall be elected to serve a one-year term as President-Elect, a one-year term as President, and a one-year term as Immediate Past President.

**Section 4.**

The Secretary shall be elected for a two-year term with election on odd numbered years.

**Section 5.**

Officers shall not serve more than two consecutive terms in the same office.

**Section 6.**

In the event the Elected President is unable to serve the full term, the President-Elect shall succeed to the office of President and continue through the elected term.

**Section 7.**

In the event the person in the office of President-Elect or Secretary is unable to serve a full term, the Executive Committee is empowered to fill the vacancy for the remainder of the term.

**Section 8.**

The President serves as the Association representative to the CAL board and is a voting member.

**Section 9.**

CoASL is responsible for nominating an incoming President of CAL in accordance with the rotation schedule established by CAL.

**ARTICLE VI - COMMITTEES**

**Section 1.**

The President, with the approval of the Executive Committee, shall appoint standing committees on: nominations.

**Section 2.**

The President, with the approval of the Executive Committee, shall appoint other committees as deemed necessary.

**Section 3.**

The President, with the approval of the Executive Committee, shall designate the specific responsibilities of all committees.

**ARTICLE VII - AFFILIATIONS**

**Section 1.**

The Executive Committee, on behalf of the Association, may establish affiliate and liaison relationships for the intent of expediting the purposes of the Association.

**Section 2.**

The Executive Committee may appoint official representatives to activities of value to the Association.

**ARTICLE VIII - MEETINGS**

**Section 1.**

An annual meeting of the Association will be held at the annual conference of the Colorado Association of Libraries.

**Section 2.**

The Executive Committee may call special meetings of the Association.

**Section 3.**

The Executive Committee shall meet at least two (2) times a year.

**ARTICLE IX - PARLIAMENTARY AUTHORITY/QUORUM**

**Section 1.**

The parliamentary authority shall be the current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure, except in any instance where the aforementioned procedure code is in conflict with these bylaws.

**Section 2.**

Assembled members at a regularly scheduled business meeting shall constitute a quorum.

**Section 3.**

A simple majority of the voting members of the Executive Committee shall constitute a quorum at the meetings of that body.

**ARTICLE X - Dissolution**

CoASL shall use its funds only to accomplish the purposes specified in these bylaws. No part of said funds shall inure or be distributed to members of the Association. On dissolution of the Association, any funds remaining shall be turned over to the Colorado Association of Libraries.

**ARTICLE XI - AMENDMENTS**

Bylaws may be amended by two-thirds of those who vote according to a method established by the Executive Committee. Notice of the proposed amendments shall be given at least ten days prior to the date the completed ballots are due.