

CoALA Bylaws:

ARTICLE I - NAME

Section 1.

The name of this organization shall be the Colorado Academic Library Association (hereafter CoALA).

ARTICLE II – PURPOSE

Section 1.

The purpose of this organization shall be to promote library service in the colleges and universities of Colorado, and to participate as an Association of the Colorado Association of Libraries (hereafter CAL).

Section 2.

2.1 CoALA is part of CAL.

2.2 CoALA serves as Colorado's local chapter of the American Library Association's Association of College and Research Libraries (ACRL). This chapter status became effective November 7, 1994, when CoALA was the College and University Division of the Colorado Library Association (CLA).

ARTICLE III – MEMBERSHIP

Section 1.

Any individual member of CAL may become a member of CoALA.

Section 2.

All members of CoALA shall have the right to vote and to hold office.

Section 3.

CoALA members need not be members of the national ALA-ACRL. Conversely, national ALA-ACRL members residing in Colorado are not automatically members of CoALA.

Section 4.

CoALA may affiliate with any related organization. Such organizations may admit members who are not members of any of the associations of CAL.

ARTICLE III - OFFICERS

Section 1.

The Officers of CoALA shall constitute the Executive Board and shall be the President; the President-Elect, the Past President, the Secretary; the Community College Representative; and two Members-At-Large.

Section 2.

All officers shall take office during the CoALA annual business meeting at the CAL Conference.

Length of Service:

The President-Elect shall commit to three (3) years, year one serving as President-Elect, year two as President, and year three as Past-President.

The Secretary will serve a one (1) year term.

The Community College Representative will serve a one (1) year term.

The Members-at-Large will serve a two (2) year term. For continuity, the terms shall be staggered so that only one (1) new Member-at-Large is elected each year.

Section 3. Duties of President:

3.1 Calls and presides at all meetings of CoALA's Executive Board and general membership meetings.

3.2 Serves as a liaison to the CAL Executive Board.

3.3 Establishes committees and appoints committee members.

3.4 Prepares the budget requests and submits a budget to the CAL Executive Board.

3.5 Orients new CoALA Officers.

3.6 Prepares an annual report for presentation to the membership and submits an annual report to the Executive Board.

3.7 Serves as contact for the bi-annual spring workshop and as co-chair of CoALA Summit

Section 4. Duties of President-Elect:

4.1 Performs the duty of the President in the absence of the President.

4.2 Performs other duties as requested by the officers of CoALA.

4.3 Serves as liaison to ALA-ACRL

4.4 Serves as ALA-ACRL liaison to the CAL Executive Board

4.5 Serves as co-chair of CoALA Summit

Section 5. Duties of Past President

5.1. Serves as coordinator of the CAL Peer-Review Committee.

5.2 Serves as peer-review liaison to the CAL Conference Planning Committee

5.3 Prepares the annual report for ACRL.

5.4 Serves as co-chair of the CoALA Summit

Section 6. Duties of Secretary:

6.1 Records and distributes minutes of the meetings of CoALA and of the CoALA Executive Board.

6.2 Distributes minutes to the CAL Executive Director.

6.3 Serves as reporter to *Colorado Libraries*.

Section 7. Duties of Community College Representative

Serves as a representative for the Community Colleges to the Executive Board of the CoALA.

Section 8. Duties of Members-at-Large

8.1 Serve as representatives of all members of CoALA to the Executive Board of CoALA.

8.2 Serve as liaisons to other groups as specified below:

- One Member-at-Large shall serve as the CoALA representative to the CAL Legislative and Advocacy Committees.
- One Member-at-Large shall serve as the CoALA representative to the CAL Membership Committee.

ARTICLE V - MANAGEMENT

Section 1.

The management of CoALA shall be the responsibility of the CoALA Executive Board.

Section 2.

A quorum of the Officers shall consist of a simple majority of its members.

Section 3.

In case of a vacancy in any office except that of President, the Officers of CoALA may designate some person to discharge the duties of that office until the next annual CAL meeting. If there should be a vacancy in the Office of President, the President-Elect shall serve.

Section 4.

No officer, committee, or member, except upon authorization of the officers, shall incur expenses on behalf of CoALA. All finances of the CoALA are handled through the CAL Executive Director.

ARTICLE VI - ELECTIONS

Section 1.

The incoming President secures candidates for the positions of CoALA President-Elect, CoALA Secretary, Community College Representative, and one Member-at-Large. The CoALA Executive Board shall also nominate a President for CAL according to the rotation schedule set up by the CAL Executive Board.

Section 2.

Nominations may also be made in writing with the consent of the candidate. These nominations are to be sent to the incoming President in accordance with the CAL election deadlines. Such nominations are to be encouraged and solicited at CoALA meetings and through CAL publications and are to be placed on the ballot along with the candidates identified by the incoming President.

Section 3.

A member's written consent must be obtained before being placed on the ballot. Each candidate will provide a written statement of goals and this statement will appear on the ballot.

Section 4.

The President shall submit the slate to the CAL Executive Director.

Section 5.

The CAL Nominating Committee shall count the ballots. The candidate receiving the highest number of votes cast shall be elected. A tie shall be resolved by the vote of CoALA members present at the fall business meeting.

ARTICLE VII - MEETINGS

Section 1.

1.1 CoALA shall conduct at least one general business meeting during the year that begins with the CAL annual conference. A general business meeting shall be held during the fall conference; another may be held as part of the bi-annual spring workshop.

1.2 CoALA shall host bi-annual spring workshops and the bi-annual CoALA Summit. CoALA may sponsor programs for the fall CAL conference.

1.3 The President can call other meetings as necessary.

1.4 The schedule for all meetings will be cleared through the CAL office to avoid conflicts.

Section 2.

A quorum shall consist of 10% of CoALA members.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Section 1.

The rules contained in the COALA Bylaws shall govern CoALA in all cases to which they are applicable, and in which they are not inconsistent with Sturgis' Rules of Order. No resolution can be adopted that conflicts with the Constitution, Bylaws or Rules of Order.

Section 2.

CoALA shall conduct business in accordance with the latest edition of Sturgis' *The Standard Code of Parliamentary Procedure*.

ARTICLE IX - AMENDMENTS

Section 1.

The Bylaws may be amended by a majority vote of those present and voting at a business meeting, provided that a specific notice of the proposed amendment was given to the CoALA membership via the call for the meeting, which shall be given at least ten days prior to the meeting.