

ARLD BYLAWS

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ARTICLE I. NAME

The name of this organization shall be the Academic and Research Libraries Division (ARLD) of the Minnesota Library Association (MLA).

ARTICLE II. AFFILIATIONS

ARLD is also the Minnesota Chapter of the Association of College and Research Libraries (ACRL) of the American Library Association (ALA).

ARTICLE III. PURPOSE

ARLD is a forum for and an advocate of academic and research librarians and library personnel, and all other information professionals that serve academic and research institutions.

The purpose of ARLD shall be:

- (1) To contribute to the professional and career development of all academic library personnel by conducting workshops and arranging programs.
- (2) To enhance the capabilities of Minnesota academic libraries to serve the needs of their users.
- (3) To promote and advocate for the interests of academic libraries.
- (4) To promote the study, research, and dissemination of information relevant to academic librarianship.
- (5) To promote and foster cooperation and communication among the members of ARLD, the academic community, other library organizations, and other associations.
- (6) To support and protect intellectual freedom in academic libraries.
- (7) To acknowledge and honor the achievements of academic library personnel.

ARTICLE IV. MEMBERSHIP

Anyone interested in the objectives of the Academic and Research Libraries Division (ARLD) is encouraged to become a member by joining the Minnesota Library Association and checking the ARLD box on the annual MLA dues form. Members of the Association of College and Research Libraries who live in Minnesota are automatically members of ARLD.

ARTICLE V. OFFICERS

- Section 1 The elected officers of ARLD shall be a Chair, a Chair-Elect who shall serve as Vice-Chair, a Past Chair, a Secretary, an Member Communication, a Legislative Liaison, and two Members-at-Large, all of whom shall be Division members in good standing. The Chair, Past Chair and Chair-Elect shall also be members in good standing of the Association of College and Research Libraries. The elected officers of ARLD shall constitute the Executive Committee (see Article VI).
- Section 2 The elected officers of the Division shall be selected according to the provisions of Article VIII – Nominations and Elections.
- Section 3 Following their election new officers shall be invited to the November ARLD Board meeting, and shall take office on December 1st.
- Section 4 The Chair shall hold office for one year without immediately succeeding her/himself. The Vice-Chair shall hold office for one year and shall succeed the Chair. The Secretary, Member Communication, and the Legislative Liaison shall hold office for two years and may be re-elected.

The Members-at-Large shall hold office for two years and may not immediately succeed themselves. One Member-at-Large shall be elected each year.

CHAIR (SEE SECTION 2.9 OF THE MLA BYLAWS FOR MORE INFORMATION)

- Section 5 The Chair shall preside at all meetings of the Division and of the Executive Committee, shall enforce all the laws and regulations relating to the administration of the Division, and shall be an ex-officio member of any Standing Committees with the exception of the Nominating/Elections Committee. The Chair, or a designee, shall represent the Chapter at appropriate ACRL meetings and functions.
- Section 6 The Chair shall call a meeting of the Board of Directors (the Executive Committee, plus volunteers and appointees) no later than thirty days after the beginning of the fiscal year, or for the purpose of planning the activities of the Division. The Chair shall call meetings of the Executive Committee as deemed necessary.

CHAIR-ELECT/VICE CHAIR

- Section 7 The Chair-Elect shall serve one year as Vice-Chair assuming the position of Chair in the following year. The Vice-Chair shall coordinate ARLD's participation in the Minnesota Library Association's Annual Conference.
- Section 8 In the temporary absence of the Chair, the Vice-Chair shall assume all the powers, prerogatives, and obligations of the Chair for the period of such absence.
- Section 9 In the event of the permanent loss of the Chair, the Vice-Chair shall assume the office of the Chair for the remainder of the current year, while maintaining the duties of the Chair-Elect/Vice-Chair, with assistance of the board, and continue serving as Chair for the following year.
- Section 10 In the event of permanent loss of the Chair-Elect/Vice Chair either:
- A special election will be held to replace the Chair-Elect/Vice Chair
 - Or, if within two months prior to the annual elections, the position will be filled during the regular election cycle

PAST CHAIR

- Section 11 The Past Chair remains on the Executive Committee for one year, and serves as the chair of the ARLD Day planning workgroup, and as chair of the Nominating/Elections Committee.
- Section 12 In the event of permanent loss of the Past Chair, the Past Chair duties & responsibilities will be covered by one of the following options:
- If the loss is due to the current Chair resigning or being removed from office, the current Past Chair may choose to remain Past Chair until replaced by succession.
 - A former member of the ARLD Board may be asked by the current Board to serve in this position.
 - The Board will work collaboratively to fulfill the duties of the Past Chair.

TEMPORARY CHAIR

- Section 13 In the event of the absence of the Chair and the Vice-Chair from any meetings of the Division, Board, or the Executive Committee, one of the members present shall be elected to preside, but without the powers and prerogatives of the Chair.

SECRETARY

Section 14 The Secretary shall record the minutes of the meetings of the Division, shall distribute announcements of the meetings to membership, and shall send approved minutes of the Division's meeting to the Executive Director of the Minnesota Library Association or their designate for inclusion on the ARLD website.

COMMUNICATIONS OFFICER

Section 15 The Communications Officer shall be responsible for the dissemination of all Division announcements to membership and shall write semi-annual reports on ARLD activities for the ACRL *Chapter Topics* newsletter. The Communications Officer shall also forward notices or important news from ACRL to ARLD membership and write materials for the Minnesota Library Association or ARLD newsletters or brochures as requested by the elected board members. The Communications Officer shall maintain a list of members and communicate with ACRL to obtain a list of ACRL members who are not members of MLA.

LEGISLATIVE LIAISON

Section 16 The Legislative Liaison represents ARLD in the Minnesota Library Association's Legislative Committee. The Legislative Liaison shall be responsible for the dissemination of legislative information to the ARLD membership. The Legislative Liaison may also serve as the Chapter's Legislative Coordinator for the ACRL Legislative Network.

MEMBERS-AT-LARGE

Section 17 The Members-at-Large shall serve as full, voting members of the Executive Committee.

VACANCIES IN NON-CHAIR POSITIONS

Section 18 In the event of the permanent loss of the Secretary, Communications Officer, Legislative Liaison, or a Member-at-Large, the Board will appoint someone to temporarily fill the position until the next election cycle.

Article VI. REMOVAL FROM OFFICE

Section 1 An officer or member of the Board may be removed, by a 2/3 vote by the board, for not fulfilling the duties required of the position. This includes, but is not limited to:

- Ceasing to communicate with the board
- Missing meetings without excuse
 - The current Chair may be removed after missing one meeting without excuse
 - All other members/officers may be removed after missing two meetings-- for the duration of the term of that position (consecutive or non-consecutive) -- without excuse.

Removed members will be notified of the decision by email.

Section 2 Before removal from office, board members have the right to appeal at the board meeting following the removal notification.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1 The Executive Committee of ARLD shall consist of the present elected officers, and the immediate Past Chairperson.

Section 2 The duties of the Executive Committee shall include the following:

- Except as otherwise provided in these bylaws, it shall appoint the Chairperson of any standing and special committees.
- It shall appoint non-voting members of the ARLD Board.

- It shall annually appoint the members of the Nominating/Elections Committee, which also administers awards.
- It shall act for the Division in the intervals between meetings.
- Except as otherwise provided in these bylaws, it shall fill vacancies in office until successors can be chosen through the normal procedure.
- It shall serve as the central management and coordinating body of the Division, keeping in close touch with committees to which it may recommend activities, and from which it shall require reports at least once a year, and personal representation at the Board of Directors meetings as needed.

Section 3 The Executive Committee may appoint volunteers to assist with special projects, or to aid the Board in the carrying out of the business of the Division.

ARTICLE VIII. COMMITTEES

COMMITTEE MEMBERSHIP

Section 1 Appointed committees may be either ad hoc or standing. Except as otherwise provided in these bylaws, committee personnel shall be selected by their chairpersons, with the advice and consent of the Executive Committee, from personal members in good standing with the Division.

Section 2 Appointment to standing committees shall not exceed two years and shall terminate with the appointment of their successors or their discharge. An individual may be reappointed for an additional one-year term.

COMMITTEE MEETINGS

Section 3 Chairpersons shall call meetings of their committees. In addition, committees shall meet at the call of the Chair of the Division, or of the Executive Committee.

Section 4 Every committee shall keep minutes of its meetings, and furnish copies to the Secretary and to all the committee's members.

Section 5 At the close of its work, and at other times as the Executive Committee may direct, each committee shall make a report to the Division or the Executive Committee. Copies of final reports shall be filed with the Secretary of the Division.

Section 6 The Secretary shall make all past committee reports available to each new chairperson on request.

ARTICLE IX. NOMINATIONS AND ELECTIONS

NOMINATIONS

Section 1 The Executive Committee shall appoint, within 90 days of the beginning of the fiscal year, a Nominating/Elections Committee consisting of a chairperson (the Past Chair of ARLD) , and at least two other members. (The Nominating/Elections Committee also selects the Minnesota Academic Librarian of the Year.)

Section 2 The Nominating/Elections Committee shall prepare a slate of one or more candidates for each elective office to be filled at the next annual election, and shall secure written or electronic consent from each candidate to enter his/her name in nomination. The Committee shall report by a specific date to the Executive Committee.

ELECTIONS

Section 3 The election shall be held annually and shall be accomplished either at a meeting of the Division or through a mailed or electronic ballot. The method shall be determined annually by the Executive Committee. Officers shall be elected by a simple majority of votes cast. Upon election, winners and losers shall be notified by the Chair, after which the membership of the Division shall be notified of the winners.

SPECIAL ELECTIONS

Section 4 Special elections will be held as needed, as outlined by these bylaws. Special elections may be expedited if necessary. The election shall be accomplished either at a meeting of the Division or through a mailed or electronic ballot. The method shall be determined by the Executive Committee. Officers shall be elected by a simple majority of votes cast. Upon election, winners and losers shall be notified by the Chair, after which the membership of the Division shall be notified of the winners. Special elections shall not be held within the two months prior to the annual election.

ARTICLE X. AWARDS

Section 1 There shall be an annual Innovators Award, presented at the Academic and Research Libraries Division Day or the MLA Conference.

Section 2 The Nominating/Elections Committee shall solicit nominations from the Membership of ARLD at least 90 days before ARLD Day or the MLA Conference.

Section 3 To be eligible, a nominee must have advanced the mission of an academic library in Minnesota through an innovative project, program or service.

ARTICLE XI. MEETINGS

DIVISION MEETINGS

Section 1 There shall be at least one Annual Conference of the Division separate from meetings of the Minnesota Library Association. This shall be at a time and place determined by the Executive Committee.

Section 2 Other meetings of the division may be called at any time with the approval of the Executive Committee.

Section 3 The Executive Committee shall set the fee of all individuals attending division meetings, in accordance with the Minnesota Library Association policy.

Section 4 The call of any meeting of the Division shall be issued by the Executive Committee at least thirty days prior to the date of the meeting.

EXECUTIVE COMMITTEE MEETINGS

Section 5 Meetings of the Executive Committee shall be called by the Chairperson.

QUORUM

Section 6 Twenty-five current members, or at least 5 percent of total current membership, whichever number is greater, shall constitute a quorum authorized to transact any business duly presented at any meeting of the Division.

Section 7 Four members shall constitute a quorum of the Executive Committee.

Section 8 A majority of any committee shall constitute a quorum of the committee.

PARLIAMENTARY AUTHORITY

Section 9 Robert's Rules of Order, Newly Revised, in the latest edition shall govern the Division in all cases to which it can be applied and in which it is not inconsistent with the Articles of Incorporation, the bylaws, or special rules of the Association, or with the bylaws or special rules of the Division.

ARTICLE XII. AMENDMENTS

Section 1 These Bylaws may be amended at any regular meeting of the Division by a two-thirds vote of those present who are members in good standing of ARLD or the ACRL-Minnesota Chapter, provided that the amendment has been submitted in writing at the previous regular ARLD business meeting, or that notice of the amendment has been given in the call of the meeting, at least thirty days prior to the meeting.

Section 2 The Executive Committee shall include notice of a proposed amendment in the call of the meeting upon the fulfillment of any of the following conditions:

- Recommendation of the Executive Committee.
- Submission of an amendment in writing at the previous regular business meeting.
- Presentation to the Secretary of the Division at least six weeks prior to the meeting, of an amendment petition signed by no less than ten personal members in good standing.

ARTICLE XIII. FINANCES

Section 1 The Minnesota Library Association shall be the Fiscal Agent for the receipt and disbursement of Division funds.

Section 2 No committee, officer, or member of the Division shall incur any expenses in its name unless properly authorized by the MLA Board and the ARLD Executive Committee.

Section 3 The Executive Committee shall work with the MLA Board to establish procedures for the receipt and disbursement of Division funds for each ARLD-sponsored activity.

Section 4 Division funds shall be expended only upon authorization by the Executive Committee. At the beginning of each fiscal year the Executive Committee shall prepare and adopt a budget. The budget, subject to later revision as conditions may require, constitutes Executive Committee recommendations to the M.L.A. Board in the amounts and for the purposes specified. The M.L.A. Board will be the final authority for approval of the budget, except for the acquisition and expenditure of any funds received from A.L.A. or its divisions for the use of ARLD, acting in its role as the Minnesota chapter of ACRL.