

**TENNESSEE LIBRARY ASSOCIATION
BYLAWS
April 2016**

Article I: Name
The name of this organization shall be the Tennessee Library Association.

Article II: Objectives
The objectives of the Association shall be to:

- Promote the establishment, maintenance, and support of adequate library services for all people of the state;
- Cooperate with public and private agencies with related interests;
- Support and further professional interests of the membership of the Association.

Article III: Membership
Any person, institution organization, or agency engaged in or interested in library service may become a member of the Association upon payment of dues. Membership in the Association shall be composed of the following classes:

- Individual
 - Regular – library personnel
 - Student – graduate level library / information science emphasis
 - ALA/TLA Joint Student
 - TLA Student
 - Joint TLA/TASL (TN Association of School Librarians)
 - Trustee, Retired Librarian, Friend of Libraries
 - Business Firm Representative
 - Life
- Institutional

Article IV: Dues
Section 1. Annual individual membership dues shall be:

- a. Annual dues for regular membership shall be based upon the following salary scale:
- | | |
|---------------------|----------|
| Up to \$9,999 | \$15.00 |
| \$10,000 - \$19,999 | \$30.00 |
| \$20,000 - \$29,999 | \$45.00 |
| \$30,000 - \$39,999 | \$60.00 |
| \$40,000 - \$49,999 | \$75.00 |
| \$50,000 - \$59,999 | \$90.00 |
| \$60,000 - \$69,999 | \$105.00 |
| \$70,000 - \$79,999 | \$120.00 |
| \$80,000 - \$89,999 | \$135.00 |
| \$90,000 and above | \$150.00 |
- b. Annual dues for student membership:
- 1) Student membership in TLA only shall be \$15.00 per year. This rate shall apply for three membership years only. TLA shall administer membership process.
 - 2) Joint ALA/TLA Student membership shall be \$35.00 per year. ALA (American Library Association) shall administer the membership process and provide TLA information and one-half dues proceeds.
- c. Annual dues for trustees, retired librarians, and friends of libraries shall be \$30.00
- d. Annual dues for business firm representatives shall be \$100.00.
- e. Life membership dues of individual members shall be \$1000.00.
- f. Joint TLA/TASL (Tennessee Association of School Librarians) membership shall be the TLA individual membership rate according to salary scale minus the amount for TASL membership. Members are responsible for pursuing this individual joint membership.

Section 2. First time individual members registering for or at an annual conference or preconference shall receive a registration discount of \$10.00. The discount shall apply one time only per person.

Section 3. Each member shall be entitled to membership in one Section and one Roundtable. Annual dues for each additional Section and/or Roundtable shall be \$2.00.

Section 4. Annual dues of institutional members shall be based upon the operating budget, which shall be defined as the total expenditure for personnel and library materials during the previous fiscal year, according to the following scale:

Operating Budget	Dues
Up to \$50,000	\$35.00
\$50,001 - \$250,000	\$75.00
\$250,001 - \$400,000	\$100.00
\$400,001 - \$750,000	\$150.00
\$750,001 and above	\$200.00

- a. Institutional membership shall allow that institution to name two persons as the institution's representatives. These representatives shall have the same privileges as individual members, including member registration rate at each Annual Conference.

Section 5. Membership shall be from January 1 through December 31 and shall entitle the member to the right to vote at annual meetings or by online ballot or by mail ballot; to receive the publications of the Association; and other privileges as spelled out in these Bylaws. Payment of dues by new members after October 1 of any year shall cover the dues for the remainder of the current year and also the following year.

Section 6. Members must pay dues by January 31 in order to participate in the Association's annual election. Members who have not paid dues by January 31 shall be dropped from membership. Individuals whose membership has lapsed because of nonpayment of dues may be reinstated upon payment of dues for the current membership year.

Section 7. The fiscal year of the Association shall be from July 1 – June 30.

Article V. Officers

Section 1. The elected officers of the Association shall be a President, a Vice President, and a Recording Secretary. The Vice President shall be President-Elect. All officers shall be individual members of the Association.

Section 2. A term of office shall be one year, beginning on July 1 and ending on June 30.

Section 3. A quorum of the voting members of the Board of Directors present at a regular or special meeting may vote to recommend to the Executive Committee the removal of any officer for cause.

Section 4. In the event of the physical incapacity or death of the President, the Vice President shall become President for the unexpired portion of the term.

- a. A vacancy in the office of Vice President shall be filled by appointment of the the Executive Committee.
- b. A vacancy in the office of Recording Secretary shall be filled for the unexpired term by appointment of the President, with the approval of the Executive Committee.

Article VI.

Nominations and Elections

- Section 1. The Nominating Committee shall consist of the Chairs of the five sections of TLA: Public Libraries Section, College/University Libraries Section, School Libraries Section, Special Libraries Section, Trustees/Friends Section. The Vice President/President-Elect of TLA shall appoint the Chair of the Committee in the Spring of his/her Vice Presidential term.
- Section 2. The Nominating Committee shall present a slate of officers, including the ALA/APA Councilor and the Representative to the SELA Executive Board, when appropriate, with at least two nominations for each office. A brief biographical sketch of each candidate shall be posted on the TLA website no later than January 31.
- Section 3. Additional eligible candidates shall be listed on the ballot if at least 25 members of the Association petition the Nominating Committee, in writing, on behalf of each candidate, prior to January 15. Petitions shall be mailed or emailed to the Chair of the Nominating Committee. The slate of nominees from the Nominating Committee and any valid nominations by petition shall be posted on the TLA website no later than January 31.
- Section 4. Each eligible TLA member shall be offered the choice of ballot: online or paper.
- a. Each year during the period February 5-10: All eligible TLA members with recorded email addresses in the TLA website database shall receive an email notice of the forthcoming election.
 - 1. This is an email address checkpoint. Any message returned as non-deliverable shall result in an automatic paper ballot sent to the member.
 - 2. This email shall offer each member the option of receiving a paper ballot. Those who do not opt for a paper ballot shall receive an online ballot.
 - b. Each year during the period February 10-15:
 - 1. All eligible TLA members with recorded email addresses in the TLA website database, who did not opt for a paper ballot, shall receive an email notice with voting instructions. A link to the candidates' biographical information posted on the TLA website shall be included in this email.
 - 2. All eligible TLA members who opted for a paper ballot or those for whom the initial electronic notice bounced back or those with no recorded email address shall receive a paper ballot addressed to the member's recorded address in the TLA website database. Paper ballots shall be sent via USPS.
 - c. Online voting access shall close at Midnight March 1. All completed paper ballots must be mailed to the TLA Office and be postmarked no later than March 1.
- Section 5. Completed online and paper ballots shall be tallied during the period March 5-8. The tally shall be accomplished by the Executive Director of TLA and one current TLA member chosen by the Executive Director .
- a. The Executive Director of TLA shall report the results to the President of TLA, who shall then notify the candidates of the results before making a general announcement to the membership. The results shall also be posted on the TLA website.
- Section 6. A majority of all votes cast for a particular office shall constitute election. If no candidate receives a majority, a run-off shall be held.
- Section 7. The procedures outlined in Article VI. Section 4 and Section 5 shall be used for all non-election votes required during the course of TLA governance.
- Section 8. Six months or longer shall be a term of office when determining eligibility for re-election, except for the Vice President serving the unexpired term of the President.
- Section 9. The President and Vice President shall be eligible to serve a second term in each office, provided a minimum of 5 years has elapsed since the first term of service as Past President.

Article VII.

Duties of Officers

Section 1.

The President shall be the principal officer of the Association. The President shall:

- a. preside at meetings of the Association;
- b. preside at meetings of the Executive Committee and Board of Directors;
- c. appoint Special Committees, as needed, to serve during his/her term of office, appointments are subject to review by the Executive Committee;
- d. serve as an ex-officio member of all Committees and Sections of the Association, except the Nominating Committee;
- e. approve all requests for payments, except where right of approval is assigned to the Executive Director by the President, within the limits of the budget of the Association;
- f. perform other duties appropriate to the office, as outlined in the TLA Manual of Procedures.

Section 2.

The Vice President shall be designated President-Elect. The Vice President shall:

- a. perform the duties of the President in the absence of the President when requested;
- b. become President for the unexpired term as defined by Article V. Section 4.
- c. prior to taking office as Vice President, appoint (by May 15) the Conference Chair(s) and Conference Committee for the TLA Annual Conference which shall be held during his/her Presidential year;
- d. prior to taking office as President, appoint (by June 1) the Nominating Committee, and all Standing Committees, including Chairs, to serve during his/her term of office. Appointments are subject to review by the Executive Committee;
- e. serve as a liaison between members and the governing bodies of the Associations;
- f. serve as Ex-Officio member of the Finance and Membership Committees;
- g. serve in such capacities as may be assigned by the President or as outlined in the *TLA Manual of Procedures*.

Section 3.

The Recording Secretary shall:

- a. serve as secretary at all meetings of the Executive Committee, the Board of Directors, and general membership meetings;
- b. prepare the minutes of all meetings of the Executive Committee, the Board of Directors, and general membership meetings;
- c. insure the proper distribution of the agendas and minutes for all meetings of the Executive Committee, the Board of Directors, and general membership meetings.

Article VIII.

Executive Committee

Section 1.

The Executive Committee shall be composed of the officers of the Association, the most recent Past President still residing in the state, and the Executive Director, who serves in an advisory capacity only.

Section 2.

The Executive Committee shall transact the business of the Association between meetings of the Association. Specific duties shall be to:

- a. insure that the Executive Director and other appropriate persons be sufficiently bonded;
- b. recommend to the President the appointment of Special Committees when necessary to carry out a specified task which does not fall within the responsibility of any Standing Committee;
- c. ratify appointments of Standing Committees, Special Committees, and other appointments where approval is required;
- d. appoint the Executive Director of the Association;
- e. appoint the Editor and Associate Editor of the official journal of the Association, the Editor of the Newsletter, the Listowner, the Webmaster and the Associate Webmaster and the two Social Media Managers;
- f. report to the Association the business transacted by the Executive Committee since the previous annual meeting;

- g. perform the other duties as outlined in the *TLA Manual of Procedures*;
- h. authorize the Finance Committee to appoint selected members to conduct an annual audit of the financial records of the Association.
- i. revise and maintain the *TLA Manual of Procedures* as needed.

Section 3. Meetings of the Executive Committee shall be held:

- a. quarterly;
- b. when called by the President;
- c. when called by at least three members of the Executive Committee upon written notice to every member.

Section 4. A majority of the voting members shall constitute a quorum for a meeting of the Executive Committee.

Section 5. A vote of the Executive Committee may be taken by mail (USPS) or e-mail at the written request of the President. Such vote shall have the force and effect of a vote taken at a meeting.

Section 6. Final authority for all actions listed in Article VIII, Section 2, shall be vested in the Executive Committee.

Article IX. Board of Directors

Section 1. The Board of Directors of the Association shall be composed of:

- a. the Executive Committee;
- b. the most recent Past President still residing in Tennessee;
- c. the Chair of each Section of the Association;
- d. the Editors of the official publications and the Listowner and the Webmaster;
- e. the ALAAPA Councilor and the Representative to the SELA Executive Board;
- f. the Executive Officer of the Affiliate Chapters of the Association;
- g. the Chair of each Roundtable of the Association;
- h. the Chair of each Standing Committee of the Association;
- i. a representative of the State Library;
- j. the Executive Director (advisory only).

Section 2. The Board of Directors shall act as an advisory body to the Association on such matters as:

- a. making recommendations to the Executive Committee concerning committee appointments;
- b. recommending policies and procedures for the proper administration of the business of the Association;
- c. studying the petition of any group which has been properly presented for Section or Roundtable status in the Association;
- d. recommending the place and date of the annual conference;
- d. reviewing proposed amendments to the Bylaws for presentation to the Executive Committee.

Section 3. Meetings of the Board of Directors shall be held:

- a. a minimum of three (3) times per year as scheduled at the beginning of each fiscal year by the President and/or the Executive Committee;
- b. when called by the President, with the approval of the Executive Committee;
- c. when called by at least five members of the Board of Directors, in writing, with such notice to each member of the Board at least one month in advance of the meeting, stating the time, place, and purpose of the meeting;
- d. electronically, when appropriate internet connections are available, and as approved by the President and/or the Executive Committee.

- Section 4. Twenty people (20%) of the voting members of the Board of Directors shall constitute a quorum. Each person serving on the Board of Directors shall have one vote. No proxies are allowed.
- Section 5. At the written request of the President, a vote of the Board of Directors may be taken by mail (USPS) or e-mail, which have the force and effect of a vote taken at a meeting.

Article X. Standing Committees

- Section 1. The Standing Committee shall be:
- Advisory Committee on State Documents
 - Archives and History
 - Bylaws and Procedures
 - Career Services Steering
 - Conference Planning
 - Development
 - Finance
 - Honors and Awards
 - Intellectual Freedom
 - Legislation
 - Membership
 - Nominating
 - Publication Advisory Board
 - Public Relations
 - Scholarships
 - Staff Development
 - Strategic Planning

Section 2. Duties of the Standing Committees shall be outlined in the *TLA Manual of Procedures*.

Section 3. All committee members shall be members of the Association.

Article XI. Sections

- Section 1. Sections of the Association shall be:
- College and University Libraries
 - Special Libraries
 - Public Libraries
 - Trustees/Friends of Libraries
 - School Libraries

Section 2. An outline of the officers, duties, and responsibilities of the Sections shall be included in the *TLA Manual of Procedures*.

Section 3. Any group desiring to become an official Section of the Association shall present a written petition, signed by at least 25 TLA members, to the Board of Directors for action. Upon affirmative action by the Board of Directors, a recommendation by the Board shall be presented to the Executive Committee for approval and subsequently to the membership for vote.

Section 4. Bylaws for its own government shall be formatted by each Section. These bylaws shall not be in conflict with the Bylaws of the Association and shall be submitted to the Association Bylaws and Procedures Committee for review and approval.

- Section 5. Each Section shall submit quarterly and annual reports on its activities, including a financial statement, to the Executive Committee.
- Section 6. Funds for the operating expenses of a section shall be provided in the annual Budget of the Association. Requests for additional funds may be submitted to the Executive Committee and may be granted at the discretion of the Committee. All funds allocated to a Section shall be used for purposes within the scope of the Association's objectives.

Article XII. Roundtables

- Section 1. The Association may establish Roundtables where sufficient interest and need justify. A Roundtable is a membership unit established to promote a field of library interest not within the scope of any single Section.
- Section 2. Any group desiring to organize a Roundtable shall present a petition containing the signatures of 25 TLA members to the Board of Directors for action. Upon affirmative action by the Board of Directors, a recommendation by the Board shall be presented to the Executive Committee for approval. The Association shall discontinue a Roundtable when interest wanes or membership drops below 25.
- Section 3. Bylaws for its own government shall be formulated by each Roundtable. These bylaws shall not be in conflict with the Bylaws of the Association and shall be submitted to the Association Bylaws and Procedures Committee for review and approval.
- Section 4. An outline of the officers, duties, and responsibilities of Roundtables shall be included in the *TLA Manual of Procedures*.
- Section 5. Each Roundtable shall be represented on the TLA Board of Directors.
- Section 6. Funds for the operating expenses of a Roundtable shall be provided in the annual budget of the Association. Requests for additional funds may be submitted to the Executive Committee and may be granted at the discretion of the Committee. All funds allocated to a Roundtable shall be used for purposes within the scope of the Association's objectives.
- Section 7. Each Roundtable shall submit quarterly and annual reports on its activities, including a financial statement, to the Executive Committee.

Article XIII. Executive Director

- Section 1. The Executive Director shall be appointed under an annual (renewable) contract by the Executive Committee.
- Section 2. The Executive Director shall serve the Association until the Executive Committee determines that services are no longer needed, or until the appointee submits a written resignation.
- Section 3. The salary of the Executive Director shall be determined by the Executive Committee.
- Section 4. The duties of the Executive Director shall be determined by the Executive Committee. They shall include responsibility for all monies of the Association and payment of bills. Further duties shall be outlined in the *TLA Manual of Procedures*.

Section 5. The Executive Committee shall review annually, in Executive Session, the activities of the Executive Director, the location of the Association headquarters, and the duties and responsibilities of the Executive Director.

Article XIV. Publications

Section 1. The Association shall publish an official journal, an official newsletter, an official website, an official listserve, and such other publications as the Executive Committee may authorize.

Section 2. The Editor and Associate Editor of the official journal, the Editor of the official newsletter, the Webmaster and the Associate Webmaster, the Listowner, and the two Social Media Managers shall be appointed by the Executive Committee and shall be members of the Association and shall serve a Ex-Officio members of the Publications Advisory Board.

Section 3. The Associate Editor of the official journal, the Webmaster, the Associate Webmaster, the Listowner, and the two Social Media Managers shall serve the Association as long as the appointees serve in a satisfactory manner, until the Executive Committee determines that their services are no longer needed or until appointees submit a written resignation. The Editor of the official journal and the Editor of the official newsletter shall serve three year terms, which may be renewed.

Section 4. An honorarium may be paid to the Editor and Associate Editor of the official journal, the Editor of the Newsletter, the Webmaster and the Associate Webmaster, the Listowner, and the two Social Media Managers when recommended by the Publications Advisory Board and presented by the Finance Committee in the annual budget and approved by the Executive Committee.

Section 5. The Association shall not be responsible for statements or opinions advanced in its publications or meetings, except statement or opinions authorized by the Executive Committee.

Section 6. Duties and responsibilities of the Editors and Associate Editor shall be outlined in the *TLA Manual of Procedures*.

Article XV. Meetings

Section 1. Meetings of the Association shall be held annually, or upon call by the Executive Committee, written notice being given to the membership at least thirty days prior to the meeting.

Section 2. One third of the members registered at an annual meeting shall constitute a quorum for the transaction of business.

Section 3. A minimum of one hundred members shall constitute a quorum for the transaction of business at a called meeting of the Association.

Article XVI. Affiliation

The Association shall be affiliated with the American Library Association and the Southeastern Library Association and shall elect representatives to which it is entitled as provided in the Constitution and Bylaws of these associations. The duties and responsibilities of these representatives shall be outlined in the *TLA Manual of Procedures*.

Article XVII. Chapters

Section 1. Regional and other library associations within the State of Tennessee shall be provided the opportunity to affiliate as a chapter with the Association in order to

coordinate the work of the Association with that of individual libraries throughout the state and to promote participation of individual staff members in the Association's activities and projects.

- Section 2. Chapter objectives, organizations, administration and activities shall be determined by the chapter itself. The Association may provide counsel and technical assistance to the chapter upon request.
- Section 3. All members of the chapters need not be members of the Association, although chapters should actively encourage membership in state, regional, and national library associations.
- Section 4. The Executive Officer of each chapter shall serve on the Board of Directors of Association. Said officer must be a member of the Association.
- Section 5. A designated representative of the chapter shall present quarterly and annual reports of activities to the President of the Association.

Article XVIII. Amendments

- Section 1. The Bylaws of the Association may be amended at the regular meeting of the Association, by a two-thirds vote, provided the amendment has been submitted, in writing, to the membership at least thirty days before the meeting. If an amendment is submitted from the floor, it must be presented to the membership, in writing, at least twenty-four hours before the vote may be taken.
- Section 2. These Bylaws may be amended by a mail ballot. A ballot including all changes shall be mailed to each member of the Association and shall be returned to the Executive Director, postmarked no later than 35 days after the ballots are mailed. Two-thirds of the votes cast for each amendment shall be required for passage of a mail ballot.
- Section 3. Upon adoption of any amendments to the Bylaws, they shall be published in the next issue of one of the Association's official publications.

Article XIX. Dissolution Clause

Upon dissolution of this organization, all assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the Tennessee State Library and Archives to be used for the betterment of Tennessee libraries. None of the assets shall be distributed to any member, officer, or trustee of this organization.

Article XX. Parliamentary Authority

The rules contained in the latest edition of *The Standard of Code of Parliamentary Procedure*, by Alice Sturgis, and revised by the American Institute of Parliamentarians, shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

Revision adopted by membership: April 2016