

1. ASSOCIATION BYLAWS

Bylaws

[Revised October 2005]

Article I. Name.

The name of this Association shall be the Mountain Plains Library Association;
its official acronym shall be MPLA.

Article II. Mission.

2.1 The mission of this Association is to further the professional and or individual development of its members, librarians, library employees, and trustees and to promote quality library and information service in the MPLA states region. ~~of the Mountain Plains Region. To achieve this mission, the Association shall pursue the following objectives:~~

- A. ~~Encourage membership in the Association and member involvement in Association activities and services.~~
- B. ~~Provide educational training and growth opportunities for all persons engaged in library activities in the region to enhance their skills and professionalism.~~
- C. ~~Promote library interests of the Mountain Plains region within the member states and in national library organizations.~~
- D. ~~Foster, through librarianship, public access to information and resources for life-long learning.~~
- E. ~~Stimulate the application of computer and telecommunication technologies to improve library services.~~

2.2 The ~~mountain plains~~ MPLA region shall include the states of Arizona, Colorado, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, South Dakota, Utah, Wyoming and other bordering states or provinces represented by state library associations which elect organizational membership in the Association.

2.3 Restrictions on activities of the Association.

2.3.1 The Association shall not conduct or carry on activities which are not permitted to be conducted or carried on by an association exempt under Section 501 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

2.3.2 No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the **Mission of MPLA the Association, Article II hereof.** ~~No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code 1954 (or the corresponding provision of any future United States Internal Revenue Law).~~

2.3.3 Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Article III. Membership.

3.1 Any person, institution, or organization interested in supporting the Association in its mission shall be eligible for membership. ~~and may make application to the Executive Secretary.~~

3.2 There shall be the following classes of membership:

3.2.1 **Individual Personal** members ~~upon application and payment of annual dues, shall be privileged to vote and to be nominated for or appointed to any office or committee in the Association.~~ **include librarians, other library employees and others employed in library service or related activities.**

3.2.1.1 Life members accepted into the Association before November 1974,

~~shall have all the privileges of individual members without further payment of dues. No additional life memberships shall be accepted after November 1974, except as designated in special cases by the Board of Directors.~~

~~3.2.1.2 Honorary life members shall be those individuals who, by reason of personal character, meritorious contributions to library development, position of influence and honor, or high attainment in library science, are recommended for special distinction. Honorary life membership may be conferred upon an individual by a three-fourths vote of the Board of Directors. Honorary life members shall not be required to pay dues, and they shall be entitled to the privileges of individual members. ???~~

3.2.2 **Organizational Institutional** members shall include libraries, **state library associations and other such institutions**, firms or organizations who have an interest in or relationship to library work that have applied for membership and have paid annual dues. **Organizational Institutional** members shall not be entitled to the privileges of individual members.

3.2.3 **State Library Associations members.** When a state library association elects to apply for **organizational** membership in the Association, it shall have voted to become **an organizational** a member **of the Association** in such a manner as shall be prescribed by its constitution and/or bylaws and shall have certified to this action in its initial application for membership. A state association's application for membership must be approved by a three-fourths vote of the MPLA Board of Directors. Upon acceptance, the state association shall thereby be entitled to voting representation on the Board of Directors.

3.2.4 **Student, retirees, trustees and Friends.** Student members are those currently enrolled in an undergraduate or graduate library science or library media program. Membership in this category is limited to two years. Retired members are those who have been employed or associated with a library and who are now officially retired and not currently employed. Trustees and Friends are those who are not employed in libraries or related activities but who serve in a volunteer capacity on boards or support groups and who are interested in the work of the Association.

3.3 Privileges, Rights, and Dues

3.3.1 The privileges of membership include the right to vote in elections and to hold office, hold positions on committees, pay membership rates at conferences and MPLA sponsored programs, apply for grants and awards, receive publications and other Association communications, and access

Association web sites and online services. Only personal members may vote, hold elected office and be given membership rates at conferences and programs.

3.3.2 Annual dues shall be payable the first of January of each year. The dues for each membership class shall be determined by the Board of Directors upon recommendation of the ~~Finance~~ Administration Committee subject to ratification by a majority vote at any annual meeting or by a majority of those voting by ~~mail~~ ballot.

3.4 Membership of individual members shall be suspended upon failure to pay the annual dues by April 1 of the new membership year.

3.5 Members may resign by sending written notice to the Executive Secretary, but no refund of dues will be given.

Article IV. Elected Officers.

4.1 The elected officers of the Association shall be a President, a Vice-President, who shall be President-Elect, an immediate Past President, and a Recording Secretary. These officers shall perform the duties prescribed by these Bylaws, ~~the Manual of Procedure, and by the parliamentary authority adopted by the Association.~~ and other such duties as may be approved by the Board of Directors.

4.1.1 The President shall preside at all general meetings of the Association and all meetings of the Board of Directors ~~and the Executive Committee of the Board,~~ shall appoint members of committees and shall approve all official actions undertaken on behalf of the Association by the Executive Secretary.

4.1.2 The Vice-President shall assume the duties of the President should the President be unable to perform them ~~and;~~ shall chair the ~~Conference Planning Committee~~ Conference Program Council, and be the Association representative on the Joint Conference Planning Committee.

4.1.3 The immediate Past President shall chair the ~~Finance~~ Administration Committee. ~~and act as the Interest Group Coordinator.~~

4.2 The term of office for elected officers shall be approximately one year or until their successors have been elected. Their terms of office shall begin at the last Board of Directors meeting at the annual conference at which their election is announced. In transitional years when the annual conference cycle changes from spring to fall or fall to spring, the terms shall run for approximately eighteen months or until their successors are elected. The terms for officers elected to fill a vacancy shall begin immediately upon their election and run

until the end of the unexpired term.

- 4.3 The Vice-President and the Recording Secretary shall be elected by **mail** ballot. The Vice-President shall, at the end of his/her term or in event of the president's inability to serve, assume the office of President. The outgoing president shall become the Past President.
- 4.4 All elected officers of the Board of Directors, **state representatives** and **appointed committee chairs** ~~elected section and interest group officers, and committee chairs~~ shall be members of the Association and reside in the Mountain Plains region and/or be employed in a library within the region.
- 4.5 An elected officer who finds it necessary to resign may do so by a letter to the President or, in the event of the President's resignation, to the Vice-President. A vacancy occurring in an elected office of the Association, (except for the immediate Past President, which shall not be filled), shall be filled by reconvening the Nominating Committee to nominate candidates whose names shall be submitted to the membership for election by **mail** vote. **A vacancy with 6 months or less remaining shall be filled by the President, who shall make the appointment with the approval of the Board.**

Article V. ~~Appointed Officers~~ **Staff Positions**

- 5.1 ~~The appointed officers of the Association shall be an Executive Secretary, the Editor of the official publication of the Association and the Webmaster. The Board of Directors shall, following an annual performance review, appoint or reappoint these officers at the first Board of Directors meeting subsequent to the annual meeting of the Association.~~ **The Association may hire or appoint staff to carry out the functions of the Association as needed. Specific positions, responsibilities and duties shall be determined by the Board of Directors and included in the *Manual of Procedure*.**
- ~~5.1.1 The Executive Secretary shall perform the duties prescribed by these Bylaws, the Manual of Procedure, the President, the Executive Committee, or the Board of Directors.~~
- ~~5.1.2 The Editor of the official publication of the shall perform such duties as normally belong to that office or as directed by the President and the Board of Directors.~~
- ~~5.1.3 The Webmaster for the Association shall perform such duties as normally belong to that office or as directed by the President and the Board of Directors.~~
- 5.2 ~~An appointed officer~~ **paid** staff **member** of the Association who finds it necessary to resign may do so by a letter to the President. A **staff** vacancy

occurring in ~~an appointed office of~~ the Association shall be filled by the **President Administration Committee** with the approval of the Board of Directors.

Article VI. Board of Directors.

- 6.1 The Board of Directors shall consist of the elected officers of the Association, ~~the Executive Secretary~~, one representative from each member state library association, **and the chair of each standing committee who shall attend meetings as non-voting members.** ~~the chair of each section standing committee in the Association, the Editor of the official publication of the Association newsletter (non-voting ex-officio) and the Webmaster (non-voting ex-officio).~~ All members of the Board of Directors shall be individual members in good standing of the Association. Should Board of Directors members fail to pay dues following written reminder by the Executive Secretary, they shall be removed from the Board of Directors and a successor for the office shall be appointed by the President with the exception of state representatives who shall be replaced in office by the appropriate state association as provided in their procedures or bylaws.
- 6.2 The Board of Directors shall act for the membership in the administration of the affairs of the Association between meetings of the membership, and shall perform such duties as are specified in these Bylaws and the *Manual of Procedure*. ~~The Board of Directors shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.~~
- 6.3 ~~Meetings of the Board of Directors may be called by the President at a time and place designated, or upon request of a majority of the Board of Directors, except that~~ Unless there are extraordinary circumstances, the Board shall meet face-to-face not more than twice each fiscal year: once immediately prior to each annual **meeting** conference and once 6 to 8 months later assuming there is sufficient business to require the time and expenses for the second meeting. ~~and the retiring Board and the new Board of Directors shall meet together at the close of each annual meeting of the Association.~~ A quorum shall consist of a simple majority **of the Board members.** ~~of the elected officers of the Association, the Executive Secretary, the section chairs, and the State Association representatives or alternate representatives (one vote per state).~~
- 6.4 Each state library association **electing organizational membership** in the Association shall choose a representative, who shall be selected in such a manner as shall be prescribed by its constitution and/or bylaws. ~~and may choose an alternate representative to the Board of Directors. Each such association shall select its representative and alternate representative~~

- 6.4.1 Representatives shall serve for three years or until their successors are chosen, and their term of office shall begin at the first MPLA Board of Directors Meeting following election by **a their** state association.
- 6.4.2 If a member state library association has not chosen a representative within four months following the beginning of the representative's term of office, or in case a representative has resigned and no provision for replacement been made in that association's constitution and/or bylaws, the President in consultation with the President of the state association, shall appoint a member from that state to serve as representative.

~~6.5 The Executive Secretary, the Editor of the official publication of the and the Webmaster for the Association shall be ex officio members of the Board without vote. The Board of Directors shall act as editorial board for the official publication of the Association.~~

6.5 The Board of Directors may vote **electronically** on important issues requiring immediate action by **telephone, e-mail, telefax, or regular mail** between Board meetings. ~~when the Executive Committee considers full Board action necessary.~~ To be valid, such votes require that 1) Board members receive prior notice of the vote, 2) a quorum of the Board participates in the vote (with passage requiring a two-thirds majority), and 3) that a motion to enter the date and result of the vote into the minutes is made at the next regular meeting of the Board.

6.6 The **Executive Administration** Committee of the Board shall consist of the elected Association Officers, the Executive Secretary, **one state representative, and one member to be selected from currently serving committee chairs or electronic community moderators.** This committee shall act **in** on behalf of the Board of Directors between meetings of the board to facilitate the business of the Association. Its powers shall be limited to the following:

- 6.6.1 Taking action on matters specifically delegated to it by the Board.
- 6.6.2 **Making financial and other decisions requiring action before the next regular Board meeting, subject to review by the Board at the next meeting.**—Overseeing the fiscal policies and procedures for the Association, including budgeting, auditing, investments and the dues structure, and making financial and other decisions requiring action before the next regular Board meeting, subject to review by the Board at the next meeting.
- 6.6.3 Conducting preliminary studies and investigations and preparing recommendations for the Board on matters of Association policy, operations, activities, and priorities.

- 6.6.4 Handling personnel issues for the paid staff, including recruiting and interviewing for staff positions and recommending candidates to the Board for approval; evaluating paid staff annually.

Article VII. Meetings of the Association.

- 7.1 The annual meeting of the Association shall be held at such time and place as shall be determined by the Board of Directors. The membership shall be notified of the annual meeting at least sixty days prior to that meeting.
- 7.2 Special meetings of the Association may be called by the President, upon approval of the Board of Directors, provided that one month's notice shall be given to the membership.
- 7.3 ~~Ten percent~~ Two thirds of the members attending a membership meeting who are privileged to vote shall constitute a quorum.
- 7.4 All meetings of any board, committee, or other body of the Association at which Association business is discussed or ~~at which any~~ formal action is taken shall be open to the membership of the Association.

Article VIII. Committees.

- 8.1 The President shall appoint such standing or ad hoc committees to carry on the work of the Association as the Board of Directors or the membership may authorize.
- 8.2 The term of appointment for committee members shall normally be for two years, except in transitional years as explained in Article IV., Section 4.2, when terms will be for two and one-half years.
- ~~8.3 Committee chairs should, when possible, be selected from committee members completing their two-year terms, who would be willing to serve an additional year as the chair.~~
- 8.3 The specific responsibilities and duties, the number of members and their geographical distribution, the meeting frequencies, etc. for the various committees shall be determined by the Board of Directors and included in the *Manual of Procedure*.

Article IX. Sections and Interest Groups. Electronic Communities

- 9.1 Members of the Association who are engaged in the same general field of library activity may organize into an ~~section~~ electronic community upon approval of their petition by the Board of Directors.

- 9.1.1 A petition for the establishment of ~~a section.~~an **electronic community** shall state the purpose and need of the proposed ~~section.~~**electronic community**. Such petition shall be signed by not less than 30 members of the Association who, thereby, signify their intention of becoming charter members of the ~~section~~**electronic community**.
- 9.1.2 An ~~section.~~**electronic community** may prescribe any additional qualifications for membership ~~it may desire,~~ **subject to Board review** and engage in activities appropriate to its interests in support of the mission of the Association.
- 9.1.3 ~~section.~~ **Electronic communities** are expected to provide programming at each annual conference.
- 9.1.4 By vote of the Board of Directors at two consecutive meetings, an ~~section.~~**electronic community** may be discontinued, provided that the membership of the ~~section.~~**community** falls below the level required for establishment, and the ~~section.~~**community** does not provide conference programming for two consecutive years.

~~**9.2 Association members may form interest groups. Interest groups serve to support the Association's mission to promote quality library service in the region by bringing new technologies and trends to the forefront.**~~

- ~~**9.2.1—Members of the Association with more specialized common interests may form an interest group by submitting a membership list, signed by not less than 20 Association members, to the Interest Group Coordinator (the Immediate Past President). When a new interest group has submitted its membership list, the Interest Group Coordinator will notify the Board of Directors.**~~
- ~~**9.2.2—Representatives of interest groups are not voting members of the Board of Directors, but may request approval from the President to report to the Board of Directors on significant issues following procedures under "General Responsibilities" and "MPLA Expense Reimbursement Policies" in the *Manual of Procedure*. Interest groups are expected to provide programming at the annual conference and may request meeting time for business meetings at the conference. They are encouraged to submit articles or news items to the MPLA Newsletter Editor.**~~
- ~~**9.2.3—Interest groups may be discontinued in the following ways. 1) by vote of the Board of Directors if the group fails to meet or plan programs or meetings for two consecutive years (the Interest Group Coordinator will notify the Board of Directors when an interest group becomes inactive); or 2) upon petition of two-thirds of its members,**~~

~~the interest group may merge, divide, discontinue or petition to organize into a section.~~

Article X. Elections.

- 10.1 Within two months after the annual meeting at which the President takes office, the President shall appoint a Nominating Committee, with one member from each member state, to arrange for nominations of at least two candidates each for the offices of Vice-President and Recording Secretary. ~~The Nominating Committee shall also receive a slate of candidates from each section or interest group nominating committee chair by the date set by the Association Nominating Committee Chair.~~ The Committee Chair shall prepare and send to the Executive Secretary master copies of official ballots for **both the** Association office candidates ~~and section candidates~~ not less than four months before the annual meeting at which elections are to be concluded.
- 10.2 Additional nominations for specific offices may be made by petition signed by not fewer than five members and filed with the Nominating Committee Chair not less than five months before the annual meeting. These nominations shall be included on the master ballot.
- ~~10.3 The Nominating Committee shall not be restricted by geographical considerations, type of library, or type of library activity in selecting members for candidacy, except as outlined in these Bylaws (Article IV. Elected officers, Section 4.3).~~
- 10.3 ~~The Executive Secretary shall,~~ Annual elections shall take place not less than **three two** months prior to the annual meeting. ~~mail ballots to all members privileged to vote.~~
- ~~10.5 Ballots shall be returned to the Executive Secretary and shall remain sealed until an official tally can be effected in the presence of a member of the Association designated by the Executive Committee of the Board.~~
- 10.4 Ballots shall be counted and candidates informed of the results not later than ~~two~~ **one** months prior to the annual meeting.

Article XI. Affiliations.

- 11.1 Affiliation of MPLA or any of its ~~section~~ **electronic communities** with other related organizations may be made by a majority vote of the Board of Directors.
- 11.2 Petitions from organizations or groups wishing to affiliate with MPLA shall be approved by a majority vote of the Board of Directors.

Article XII. Parliamentary Authority.

The rules contained in the latest edition of Sturgis, *The Standard Code of Parliamentary Procedure* 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.

Article XIII. Amendment of Bylaws.

These Bylaws can be amended by a two-thirds vote at any annual meeting, or by a two-thirds majority of those voting by **mail** ballot, provided that the amendment shall be submitted to the membership in writing at least thirty days prior to the vote.