

BYLAWS OF THE WICHITA AREA LIBRARY ASSOCIATION*

ARTICLE I. NAME

The name of this organization shall be the Wichita Area Library Association. Its acronym shall be *WALA* which shall be its reference in this document.

ARTICLE II. MISSION

The mission of WALA is to improve library service and promote greater awareness and cooperation of libraries for all users in the Wichita area.

ARTICLE III. MEMBERSHIP

The membership of WALA shall consist of persons involved in improving library and information services in the Wichita and surrounding areas. Only members who have paid their dues for the current year may have voting privileges.

ARTICLE IV. OFFICERS/EXECUTIVE BOARD

- Section 1. The officers of WALA shall be President, President-Elect, Past President, Secretary and Treasurer, all of whom have voting privileges.
- Section 2. The Executive Board shall consist of the officers and no more than seven members at large, all of whom have voting privileges.
- Section 3. The Executive Board shall be elected annually from among members in good standing prior to the first meeting of each fiscal year.
- Section 4. The duties of the Executive Board shall be:

President: Presides over Board meetings; appoints the chairs and members of all committees subject to confirmation by the Board; and, as the head officer, guides the activities and affairs of the organization. The term of the office is for one year after which the President shall step into the position of Past-President.

President-Elect: Presides at Board meetings in the absence of the President; performs other responsibilities specifically assigned by the President or Board. If the office of President becomes vacant, the President-Elect assumes all the duties and responsibilities of the President. The term shall be for one year, after which the President-Elect shall step into the position of President.

Past-President: Can preside at Board meetings in the absence of the President and President Elect; performs other responsibilities specifically assigned by the President or Board. The term of office is for one year.

Secretary: Sees that the minutes of all business meetings of the membership and of the Executive Board are recorded and distributed; preserves records, reports, and documents of the organization except those assigned to the custody of others; maintains and updates official copy of the Bylaws; and carries on correspondence of the organization at the request of the President or Board. The term of office is for two years.

Treasurer: Distributes and maintains accurate records of the organization's funds, expenses, and income; oversees expenditures of the Board's funds as authorized; submits a summary of the organization's finances at Board meetings and on other occasions when financial reports are needed. Responsible for paying bills, placing funds in a bank account, and maintaining membership records. The term of office is for two years.

Members-At-Large: To maintain a balance, members-at-large shall be selected from the

academic, public, special and school library settings. The term of office shall be for staggered two year terms, half elected in even years, the other half in odd.

Ex-officio: The South Central Kansas Library System may appoint a staff member to attend board meetings in a mutually beneficial role. This person shall inform the board of SCKLS activities and also report about WALA activities to his or her employer. This liaison shall also help coordinate any joint activities. The SCKLS representative is not a voting member of the board.

Positions of Webmaster and Newsletter editor shall be appointed by the board. These members may continue to serve until voluntary resignation or until the Board deems a replacement would benefit the group. As appointed members, neither the Webmaster or Newsletter Editor is a voting board member.

- Section 5. No member of the Executive Board shall serve more than two consecutive terms in the same office.
- Section 6. Except in the case of the President, if an officer is unable to perform the duties of his or her office, the Board shall, as soon as possible, elect by majority vote a replacement to complete the term.

ARTICLE V. MEETINGS/GOVERNANCE OF THE EXECUTIVE BOARD

- Section 1. The Board shall meet at locations designated by the board.
- Section 2. The Board will schedule monthly meetings. The President may choose to cancel a meeting, but a minimum of four meetings will be held each year.
- Section 3. Members shall be informed of the time, place and purpose of meetings by written notice, or electronically. Except in cases of emergency, at least three days notice shall be given.
- Section 4. A special meeting of the Board may be called by the President or shall be called upon the written request of three members of the Board.
- Section 5. One-half of the Board shall constitute a quorum. A majority of the members present is required to approve a motion.
- Section 6. Actions by the Board can be overwritten by a two-thirds vote of the total membership.
- Section 7. All meetings shall be open to the public.

ARTICLE VI. GENERAL MEMBERSHIP MEETINGS

- Section 1. The annual meeting shall take place in the last quarter of the fiscal year. At this meeting the membership shall nominate the Board, approve the budget, set dues for the next fiscal year and act upon any other additional business.
- Section 2. General membership shall meet no less than one time per year and which may include the annual meeting. The meeting is called and the agenda is set by the Board.
- Section 3. General meetings can be combined with other programs.
- Section 4. The Board when petitioned by three or more members of the organization must call a special meeting of the membership. The agenda shall include those issues named in the petition.

ARTICLE VII. COMMITTEES

- Section 1. The President shall appoint standing or special committees as deemed necessary

and shall be an ex-officio of all committees except the Nominating Committee.

Section 2. The Nominating Committee shall consist of two members of the organization and one member of the Executive Board. This committee shall be appointed by the President, with the approval of the Executive Board and the membership.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be the authority in matters of parliamentary procedure.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any general meeting by a two-thirds vote of the members present provided that the amendment has been submitted in writing at the previous board meeting. The membership shall be kept informed of any changes.

ARTICLE X. DUES

Annual dues are recommended by the Board and approved by a vote of the membership. Annual dues shall be payable at the beginning of the fiscal year. The fiscal year will be July 1 through June 30. Increases in dues will be recommended to the membership only when there is a clear need to change in order to maintain or expand the services and commitments of the organization.

Approved May 21, 2015