

# CJCLS Bylaws

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## Article I - Name

The name of this organization shall be the Community and Junior College Libraries Section of the North Carolina Library Association.

## Article II - Objectives

The objectives of this organization shall be:

Section 1. To unite North Carolina Library Association members interested in community and junior college libraries;

Section 2. To provide an opportunity for discussion and activity; and

Section 3. To seek to fulfill the objectives of the North Carolina Library Association.

## Article III. Members

North Carolina Library Association members may state a preference for this Section at the time of payment of the Association dues shall become members.

## Article IV - Officers

The officers of this organization shall be: Chairperson, Chairperson-Elect, who shall serve as Vice-Chairperson; Secretary-Treasurer; and two Directors. The Chairperson-Elect, the Secretary-Treasurer and the two Directors shall be elected prior to the regular biennial meeting and shall assume duties immediately following this meeting. Officers shall serve a two-year term, or until their successors are elected and have assumed their duties.

## Article V - Committees

**Section 1.** The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary-Treasurer, and the two Directors. Standing committee chairs, the immediate past Chairperson and the Section Editor are ex officio, non-voting members of the Executive Committee. The Section Editor serves as a representative of the Section to the Editorial Board of *North Carolina Libraries* and is appointed by the Chairperson for each biennium.

The Executive Committee shall have general supervision of the affairs of the Section and shall have the power to act for the Section on administrative business of the Section in the intervals between biennial meetings. Such

administrative business shall include only that business which necessarily must be dealt with prior to the regular biennial meetings.

**Section 2.** Additional committees shall be appointed by the Executive Committee officers of the Section for the biennium and shall be composed of members in good standing of NCLA/CJCLS. Committees shall maintain records of their proceedings and shall report on their activities at the biennial membership meeting as well as any meetings held during the biennium by the Executive Committee.

**Section 3.** The Executive Committee may establish standing committees to perform the continuing functions of the Section. Standing committees shall report to the Executive Committee.

**Section 4.** Special or ad hoc committees shall be created by the Section Chairperson as needed or upon the request of the Executive Committee. Unless otherwise directed, the Section Chairperson shall appoint the chairperson of each special or ad hoc committee, and in consultation with the Executive Committee shall appoint the members of each committee. Special or ad hoc committees shall exist for two years. Special or ad hoc committees may continue if approved by the Executive Committee.

## Article VI - Meetings

Section 1. A Section membership meeting will be held as part of the biennial meeting/conference of the North Carolina Library Association.

Section 2. Additional meetings may be called at the direction of the Chairperson or the Executive Committee. The Executive Committee may set a regular meeting schedule (virtual or in-person) at any point during the biennium.

Section 3. A quorum for the transaction of the business of this Section shall consist of those members who are present.

## Article VII - Elections

Section 1. The Chairperson shall appoint a Committee on Nominations which will present the name of at least one candidate for each elective office, consent being secured from the nominees. Any member or members of the Section may present a candidate or candidates for the elective offices of the Section provided (a) that they notify the Chairperson of the Section of such action, in writing or via email, (b) that the consent of the nominee or nominees has been secured and so indicated on the notification.

Section 2. An election shall be conducted electronically prior to the biennial NCLA conference in which a majority vote of the returned ballots shall constitute election.

#### Article VIII – Special Duties of Officers

Section 1. The Chairperson shall, with the Executive Committee, appoint such committees and define their duties as may be necessary to carry on the work of the Community and Junior College Libraries Section.

Section 2. The Chairperson of the Community and Junior College Section shall serve as an ex officio member of all committees with the exception of the Nominating Committee. The Chairperson shall also serve as Chairperson of the Executive Committee.

Section 3. New committees may be created and old committees discontinued by the Executive Committee provided that such action is not contrary to the wishes of the membership of this Section as expressed at the most recent meeting of the Section.

Section 4. The Chairperson-Elect shall be elected to office, and in the event of absence, death or disability of the Chairperson, shall assume the responsibilities and perform the duties of the Chairperson. He or she shall serve as Chairperson during the two years following the term as Chairperson-Elect.

Section 5. The Secretary-Treasurer shall perform the duties normally accepted for such office.

Section 6. In the event of absence, death, disability or resignation of the Chairperson and the Chairperson-Elect during the interval between the biennial meeting, the Executive Committee shall fill such vacancy or vacancies by the appointment of a member or members of that Committee. Such appointment or appointments shall remain in force until the next regular meeting of the section.

#### Article IX – Parliamentary Authority

Section 1. Robert's Rules of Order, latest edition, shall be the governing authority in any matter not specifically covered by these bylaws.

Section 2. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the North Carolina Library Association.

## Article X - Amendments

These rules may be amended by a two-thirds vote of the members present at a meeting called in accordance with the bylaws of this Section; or by mail or electronic ballot, provided that

- (1) the request for such action be submitted to the NCLA Executive Committee for approval prior to a Section vote;
- (2) the total number of returned Section ballots be not less than 25 percent of the membership of the Section; and
- (3) two-thirds of the mailed or electronic Section ballots returned shall be in the affirmative.

Updated – September 23, 2014