Reference and Adult Services Section (RASS), a Section of the North Carolina Library Association

Bylaws

ARTICLE I. NAME

The name of this organization shall be the Reference and Adult Services Section of the North Carolina Library Association.

ARTICLE II. OBJECTIVES

The objectives of this organization shall be (a) to unite in this group North Carolina Library Association members interested in Reference and Adult Services, (b) to provide an opportunity for discussion and activity, and (c) to seek to fulfill the objectives of the North Carolina Library Association.

ARTICLE III. MEMBERS

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

ARTICLE IV. OFFICERS AND DIRECTORS

1. The officers of this organization, known as the Executive Board, shall be: Chair, Vice-Chair/Chair-Elect, a Secretary, Treasurer, and six members at large, one each to represent the interests of college and university libraries, community college libraries, public libraries, and special libraries and two elected at large from the Section's membership.
2. The Vice Chair/Chair-Elect, Secretary, and Treasurer shall be elected biennially and shall serve for a two-year term, or until their successors are elected and have assumed their duties. The six members at large shall serve for staggered terms of four years each, three to be elected in one biennium and three the next.

ARTICLE V. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Executive Board and the immediate past Chair. 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. If necessary, the Executive Board will appoint the Section's representative to the Editorial Board of *North Carolina Libraries*. A quorum for the transaction of business shall consist of a majority of the Executive Committee, including the Chair or a designated substitute. The Executive Committee shall meet at least twice a year.
2. 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.

ARTICLE VI. MEETINGS

1. One regular meeting shall be held as a Section meeting during the biennial meeting of the North Carolina Library Association.
2. Special meetings may be called at the discretion of the Chair, the Executive Committee, or upon written request, signed by 15 members and delivered to the Executive Committee of the Section.
3. A quorum for the transaction of the business of this Section shall consist of 25 percent of the membership of the Section.

ARTICLE VII. ELECTIONS

1. The Chair shall appoint a Committee on Nominations who will present a slate of candidates for each elective office, with consent being secured from the nominees. Any member of the Section may present a candidate or candidates for the elective offices of this Section provided that (1) they notify the Chair of the Section of such action in writing, (2) that the notification be signed by 10 members of this Section, (3) that the nominees are members of the Section.
2. Ballots shall be sent to Section members at least six weeks prior to the biennial NCLA conference. The return deadline shall be two weeks prior to the biennial conference. A majority of returned ballots shall constitute an election.

ARTICLE VIII. SPECIAL DUTIES OF THE OFFICERS

1. The Chair shall serve as Chair of the Executive Committee. The Chair shall, with the Executive Committee, appoint such committees and define their duties as may be necessary to carry on the work of the Reference and Adult Services Section. The Chair of the Reference and Adult Services Section shall serve as ex officio member on all committees with the exception of the nominating committee.
2. The Chair shall submit a written report to and attend all required meeting of the NCLA Executive Committee. The Vice Chair/Chair-Elect shall assume the responsibilities and perform the duties of the Chair in the event of absence, death, disability or resignation. S/He shall serve as Chair during the two years following her/his term as Chair-Elect.
3. The Secretary shall perform the duties normally accepted for such office, including taking minutes for each Executive Committee meeting.
4. The Treasurer shall perform the duties normally accepted for such office, including providing an update of account balance as requested by the Chair.
5. In the event of death, disability, or resignation of any member of the Executive Committee, the Executive Committee shall fill such a vacancy or vacancies by the appointment of a member to fill the unexpired term. Absence from three consecutive meetings by any member of the Executive Committee shall be considered as a resignation from the Executive Committee.

Article IX. Interest Groups

Interest groups may be established by the Section's Chair and with the approval of the Executive Committee of the Section. Such application must be supported by the signatures of at 10 members of the Section. The interest group must represent an area related to the activities of colleges and universities. The Chair of each interest group must be a member of the Reference and Adult Services Section or another NCLA Section/Roundtable. The Chair of the interest group may appoint committees to assist with activities.

Each interest group is expected to be self-supporting. However, seed monies for programs may be granted upon application to the Executive Committee of the Section. No commitment of NCLA or Section funds shall be made without prior Executive Committee approval. Each interest group shall submit a written report of its work to the Chair of the Executive Committee 30 days prior to the NCLA biennial meeting. A report of the group's activities will be made at the biennial meeting. Either the Executive Committee of the Section, or the interest group may discontinue affiliation with the Section whenever either one determines that such action is appropriate.

ARTICLE X. PARLIAMENTARY AUTHORITY

1. *Robert's Rules of Order*, latest edition, shall be the governing authority in any matter not specifically covered by these bylaws.
2. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the North Carolina Library Association.

ARTICLE XI. AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members present at a meeting called in accordance with the bylaws of the Section; or by a mail ballot, provided that (1) the Executive Committee makes such a recommendation, or the request for such action be submitted to the Executive Committee in writing and signed by 15 members of the Section, (2) the total number of returned ballots be not less than 25 percent of the membership of the Section, and (3) two-thirds of the returned ballots shall be in the affirmative.

*Last updated November 9, 2012 by Crystal D. Holland, Vice-Chair/Chair Elect of RASS*