

# **Kansas Library Association Bylaws**

(Approved by KLA Council July, 2018 and ratified by membership vote December, 2018)

## **Article I. Name**

The name of this organization shall be the Kansas Library Association (KLA).

## **Article II. Status and Mission**

The Kansas Library Association is a non-profit, educational organization with 501(c)(4) tax-exempt IRS classification. The Kansas Library Association operates to promote library and information service to the state of Kansas, foster cooperation among all types of libraries and organizations concerned with library and information service, and to further professional development of its members.

## **Article III. Membership**

Section 1. Any person or institution interested in the purposes of KLA may become a member through the payment of the dues established by Council action. Memberships will be classified as a) personal or b) institutional

Personal (Regular): Any individual actively interested in the association may become a member upon paying dues. Personal members are eligible to vote and be nominated for or appointed to any office or committee in the association.

Personal (Student): Any student enrolled in a program leading to a degree in Library or Information Science or to certification as a school library media specialist or school librarian.

Personal (Friend): Any person that is actively involved in a library friends group and who is actively interested in the association.

Trustee: Any individual actively serving on a library board.

Personal (Retired): Any retired library professional who is actively interested in the association.

Institutional: Any library, foundation, educational institution, organization, for profit business, or other institution interested in supporting the activities of this Association may become an institutional member. Institutional members are not entitled to the privileges of an individual member, but are allowed one vote and receive benefits as approved by Council action.

## **Article IV. Officers**

Section 1. The officers of KLA shall be President, First Vice President/President Elect, Second Vice President, Secretary, and Treasurer.

Section 2. Each Officer must be a member in good standing of KLA and a resident of Kansas or an employee of a Kansas library and be current in payment of dues.

Section 3. The President shall preside over all meetings of the KLA membership, Council and Executive Committee; serve as ex-officio member of all committees; appoint all standing and special committee chairpersons; and appoint committee members. The exception shall be the Nominating Committee, which is addressed in Article VI. All Presidential appointments shall be ratified by Council. The President shall sit on the KLA Educational Foundation Board as an ex-officio voting member. The President shall ensure that KLA's Strategic Plan is current and used to guide decision making.

Section 4. The First Vice President/President Elect shall act as the President during the President's absence; become President at the completion of the year as First Vice President; if the office of President is vacated this individual will assume the office of President to finish the incomplete term and then serve a one-year term as President. The First Vice President/President Elect shall be responsible for appointing members of the Annual Conference Committee and is ultimately responsible for the success of the Annual Conference to be held during this term of office.

Section 5. The Second Vice President shall act for the First Vice President/President Elect during his/her absence; become First Vice President/President Elect at the completion of his/her year as Second Vice President; assume the office of First Vice President/President Elect if that office is vacated, for the remainder of the incomplete term, and then serve a one year term as President; assist the First Vice President/President Elect with planning for the Annual Conference; in consultation with the Parliamentarian, review the Bylaws and the Organizational Manual before the first Council meeting following the Annual Conference and recommend to the President and Council any additions and/or corrections deemed necessary, for discussion and possible action at the following Council meeting. Any and all such changes accepted by the council must be approved by the general membership as per Article XIV Amendments.

Section 6. The Secretary shall keep the official minutes of all meetings of KLA, the Council, and the Executive Committee, and forward them to the Executive Secretary for distribution, and, serve as resource person to the President, Executive Committee, and Council in questions relating to prior actions of the Committee, Council or membership through consultation of Minutes, Financial Reports, and other official papers of the Association.

Section 7. The Treasurer shall be the chief financial officer of the association and the officer responsible for the association's financial resources. The Treasurer shall report on the financial condition of the association to KLA Council at each council meeting and to the membership at the annual membership meeting, or more often if determined necessary. The Treasurer will chair the KLA Finance Committee. The Treasurer will sit on the KLA Educational Foundation Board as an ex-officio member.

Section 8. The immediate Past President shall serve as chair and sole voting member of the Nominating Committee and shall serve as chair of the Presidential Awards Committee.

#### **Article V. Elected Representatives to the Mountain Plains Library Association (MPLA) and the American Library Association (ALA)**

Section 1. The representative of KLA (Councilor) on the ALA Council shall be elected in accordance with ALA bylaws. The ALA Councilor shall attend the ALA Council meetings, with some expenses paid as budgeted, and report to KLA Council and the general membership at the Annual Conference. The Councilor shall be a member of the American Library Association.

Section 2. The Mountain Plains Library Association (MPLA) representative shall be elected in accordance with MPLA bylaws. The MPLA representative shall attend the MPLA Executive Committee meetings, with some expenses paid as budgeted, and report to the KLA Council and to the general membership at the Annual Conference. The Representative shall be a member of the Mountain Plains Library Association.

Section 3. Provision for Election of KLA Representatives:

ALA Councilor – Elected every three years for a three-year term. The ballot for the ALA Councilor is combined with the annual ballot for KLA officers. The ALA Councilor takes office at the end of the KLA Annual Conference.

MPLA Representative – Elected every three years for a three-year term.

## **Article VI. Elections (Officers, Nominating Committee, and Elected Representatives to ALA and MPLA, KLA Educational Foundation Board)**

Section 1. Membership of the Nominating Committee will be made up of three elected members of KLA and the Past President. The committee shall serve a one-year term and present a slate of names for every office and elected representative for which there is a vacancy, along with a minimum of three and a maximum of five names for the Nominating Committee (three to be elected).

Section 2. The slate shall be presented to the Council at least 90 days prior to the Annual Conference for discussion and approval, and then shall be presented to the membership no less than 75 days prior to the Annual Conference. All nominees shall be personal members of KLA.

Section 3. The Second Vice President shall be elected annually. The Secretary shall be elected in even-numbered years to serve a two-year term. The Treasurer shall be elected in the odd number years and serve a two year term. The Secretary and Treasurer are eligible to serve two consecutive terms.

Section 4. Ballots will be mailed or distributed by electronic means that ensures confidentiality of one (1) vote per KLA individual or institutional member to members no less than 45 days prior to the Annual Conference.

Section 5. Write-in votes will be accepted provided the nominee has indicated a willingness to serve if elected.

Section 6. A majority of votes cast constitutes election.

Section 7. Should a vacancy occur in the office of President, the First Vice President/President Elect shall assume the office immediately, and the Second Vice President shall assume the office of First Vice President for the balance of the term. In case of vacancies in both positions, the Second Vice President shall assume the office of President and instruct the Nominating Committee to select candidates for a special election to elect a First Vice President and Second Vice President as soon as possible.

Section 8. Should a vacancy occur in any elective office, the President shall appoint an interim officer, in consultation with the Executive Committee, to serve until such position can be filled by annual election through regular procedures.

Section 9. Should any officer fail to attend three (3) consecutive meetings of the Council and/or Executive Committee and/or fail to perform assigned duties in a timely manner, that officer may be removed from office by majority vote of the Council at the next regularly scheduled Council meeting. The deposed officer may appeal to Council at the Annual Membership meeting. Replacement of the interim officer will be appointed by the President and ratified by Council, and shall serve until such position can be filled by annual election through regular procedures.

## **Article VII. Council**

Section 1. The Council shall consist of the elected officers and elected representatives to ALA and MPLA, the Past President, those persons chairing standing committees, sections, and appointed members. All members of Council shall be personal members of KLA.

Section 2. The minutes of Council meetings shall be distributed to the membership.

Section 3. A meeting of the Council may be called by the Executive Secretary, should the President not do so, when requested by five (5) members of Council, provided that fifteen (15) days notice is given to the members prior to the scheduled date of the meeting.

Section 4. The Council shall administer the business affairs of KLA and shall act on all matters by majority vote. Where an officer or council member, through election or appointment, occupies more than one position, said member is still permitted a single vote.

Section 5. All matters brought before the membership meeting of the Annual Conference shall be introduced at the Annual Conference Council meeting.

Section 6. Only the KLA Council may contract in the name of KLA.

Section 7. Action of the Council may be appealed at a regular membership meeting or at a called special membership meeting as provided in Article X, Section 5. A two-thirds vote of those present shall be required to reverse action of the Council, except that changes to the annual budget may be effected by majority vote.

Section 8. The Executive Committee shall consist of the President, First Vice President/President Elect, Second Vice President, Secretary, Past President, Treasurer and the Executive Secretary. The Executive Committee shall meet at the call of the President. The Executive Committee shall advise the President and Executive Secretary and shall act on all matters of KLA between Council meetings. All actions of the Executive Committee shall be ratified by the Council.

#### **Article VIII. Personnel**

Section 1. The Executive Secretary will be a permanent, paid position. The Executive Secretary will be retained and, if necessary, dismissed by the Executive Committee, and ratified by Council. The Executive Secretary is a non-voting member of KLA.

Section 2. The Executive Committee may authorize hiring and retaining additional staff as necessary and in consultation with the Finance Committee.

#### **Article IX. Committees and Appointments**

Section 1. There shall be the following individual appointments:

- a. Historian/Archivist
- b. Parliamentarian
- c. Others as the President deem necessary, and ratified by Council

Section 2. There shall be the following Standing Committees:

- a. Nominating
- b. Annual Conference
- c. Governmental Affairs
- d. Membership
- e. Finance
- f. Publications, Promotions and Publicity
- g. Presidential Awards

h. Bylaws and Organizational Manual

i. Site Selection

j. Strategic Planning

Section 3. Unless otherwise defined, Standing Committees shall be comprised of a minimum of three members selected by the President representing a diverse constituency. All committee chair and committee member appointments by the President shall be ratified by Council.

Section 4. Special Committees as established by the President and Council:

a. Shall receive a "charge of duties" as approved by the Council.

b. All Special Committees shall cease to exist after three years unless reauthorized by Council.

## **Article X. Meetings**

Section 1. The Council shall meet a minimum of four (4) times a year to include a meeting at least once prior to or during the Annual Conference (called the Annual Conference Meeting) and at least three (3) other times yearly at the call of the President. All Council meetings shall be held in such a fashion that Council members can hear other members in the meeting and have the ability to participate in the meeting.

Section 2. There shall be an annual conference at such place and date as shall be selected by the Council. This conference may be a joint conference with other organizations, if approved by Council.

Section 3. The annual membership meeting shall be held at the Annual Conference. Membership meetings of KLA shall be open to all KLA members. Voting is limited to KLA personal members and designated representatives of institutional members.

Section 4. Section annual business meetings shall be organized within the framework of the Annual Conference, or joint conference, by the presiding officers of recognized Sections.

Section 5. Special membership meetings shall be called by the President when requested by twenty-five (25) members, provided that one month's notice is given to the membership prior to the scheduled date of the meeting.

Section 6. Meetings of the Executive Committee, Standing Committees, and Special Committees shall be held in such a fashion that each member can hear all members at the meeting and have the ability to participate in the meeting.

## **Article XI. Affiliations, Sections and Communities of Practice**

Section 1. KLA is a chapter of ALA, as provided by the bylaws of the American Library Association, and an organizational member of the Mountain Plains Library Association.

Section 2. KLA may affiliate with organizations and groups by action of the Council. [See Appendix A for current KLA affiliations.]

Section 3. Section status may be accorded to groups of KLA members sharing a common type-of-library, library related status or interest through a formal application process. The application must

include the following items: a statement of mission and potential membership, a statement of financial plans, including a tentative budget, a justification for status as a separate entity, and the list of petitioning KLA members twenty-five (25) for section status.

Section status will be based on type of library or library-related status and each Section must maintain a membership of at least twenty-five (25) members in the Section, who are also members of KLA.

- a. Applications for new Sections will be reviewed by the Parliamentarian and be established upon approval by Council.
- b. Sections may make recommendations to Council but cannot establish policy, enter into any contractual arrangements, or take any action in the name of the Association unless so directed by Council.
- c. Council shall establish criteria which must be met by all Sections in order to be recognized and operate as official units of the Association.

[See Appendix B for a current list of Sections.]

- d. All members of sections must be personal members of KLA.
- g. Sections will have on file annually updated documents that include: Statement of Purpose, elected representatives or officers (including contact information), Council approved dues and fees (this includes change in dues and/or fees), Parliamentarian and Council approved bylaws (this includes changes in bylaws), approved budget, financial review, goals (in conjunction with the KLA Strategic Plan), Annual Report of the activities, fiscal status and membership roster with the Secretary.

Section 4. The KLA Council may dissolve a Section after two years of inactivity, a failure to elect officers, or if membership drops below 25 members. The Executive Board will make a recommendation to Council at a meeting regarding dissolution. Council will then vote on the recommendation to dissolve the Section. Any remaining funds of dissolved sections are KLA funds.

Section 5. Communities of Practice are wholly volunteer organizations without membership fees or dues. Any meetings, workshops or conference speakers requested by the Communities of Practice must be approved and may or may not be funded by the KLA Council. Librarians in each organization will select a chair on an annual basis.

## **Article XII. Official Year**

Section 1. The fiscal year shall begin July 1 and end June 30.

Section 2. The membership year is one year from the date of joining.

Section 3. The term of office shall begin immediately at the end of the Annual Conference and Annual Membership meeting.

## **Article XIII. Quorum**

Section 1. Ten percent (10%) of the total membership shall constitute a quorum at any membership meeting.

Section 2. One third (1/3) of the membership of the Council shall constitute a quorum (or nine members).

#### **Article XIV. Amendments**

These bylaws may be amended by a majority vote of Council followed by a two-thirds (2/3) vote of the members voting by mail ballot. Notice of the proposed change(s) must be mailed or distributed by electronic means to the membership at least thirty (30) days prior to the deadline date for return of the ballots.

#### **Article XV. Parliamentary Authority/Parliamentarian**

Section 1. In all matters not covered by its bylaws, KLA shall be governed by Robert's Rules of Order, most current edition.

Section 2. The Parliamentarian will be selected by the President and ratified by Council to serve a two-year term and to provide assistance with questions concerning parliamentary procedure and the conduct of association meetings.

#### **Appendix A. Affiliated Organizations**

- a. Friends of Kansas Libraries (FoKL)
- b. State Library of Kansas
- c. Information Network of Kansas (INK)
- d. Kansas Center for the Book
- e. KLA Educational Foundation
- f. Association of Bookmobile and Outreach Services (ABOS)

#### **Appendix B. KLA Sections**

- a. College and University Libraries (CULS)
  - Private Academic Libraries
- b. Public Libraries Section (PLS)
  - Kansas Library Trustee Association Section
  - Youth Services Section
- c. Kansas Association of School Librarians Section (KASLS)
- d. Special Libraries Section

#### **Appendix C. KLA Communities of Practice**

- Government Documents
- Interlibrary Loan
- Technology
- Technical Services
- Library Instruction