

## **WLA Constitution and By-Laws - 2005**

### **Constitution:**

ARTICLE I - Name

ARTICLE II - Object

### **By-Laws:**

ARTICLE I - Membership

ARTICLE II – Officers

ARTICLE III - Executive Secretary

ARTICLE IV - Executive Board

ARTICLE V- Sections and Roundtables

ARTICLE VI- Program Council and Standing Committees

ARTICLE VII - Ad Hoc Committees

ARTICLE VIII- Affiliations with National and Regional Library Associations

ARTICLE IX - Relationship with the Wyoming State Library

ARTICLE X - Association Meetings

ARTICLE XI- Nominations and Elections

ARTICLE XII - Budget Year

ARTICLE XIII – Strategic Plan

ARTICLE XIV - Dues and Fees

ARTICLE XV- Official Publication

ARTICLE XVI - Dissolution

ARTICLE XVII- Amendments

## **CONSTITUTION**

### **ARTICLE I**

#### **Name**

The name of this Association shall be the Wyoming Library Association.

### **ARTICLE II**

#### **Object**

The Purpose of the Association shall be:

To promote library service in Wyoming;

To promote the profession of librarianship in Wyoming;

To promote the continued improvement of Wyoming libraries;

To support Wyoming librarians in their professional roles;

To promote the participation of Wyoming librarians and libraries in regional, national and global library arenas.

## **BY-LAWS**

### **ARTICLE I Membership**

#### **Section 1. Types of Membership**

- (A) Active. Active membership is available to any individual who is or has been engaged in library work, or who is interested in library work and the objectives of this Association. Examples of this membership category are: (i) Library employees – those who are employed in library service or related activities in Wyoming; (ii) Trustee members - those who are trustees or former trustees, or who are members of friends groups or foundations; (iii) Retired members - those who are retired from library service or related activities; and (iv) Persons in the business of selling goods or services to libraries.
- (B) Associate. Associate membership is available to any individual not employed by a library who is interested in library work and the objectives of this Association. Examples of this membership category are: (i). Unemployed members - temporarily not employed in a library at the time of joining or renewing; and (ii). Student members – persons enrolled in a library degree program and not currently working in a library (limited to 2 years).
- (C) Life. Life membership is an option which is no longer available to Wyoming Library Association members. Members who currently hold this type of membership will be entitled to all of the privileges of an active member. Life members must pay annual dues to any section in which they desire membership.
- (D) Business members. Business members are companies and corporations interested in the work of the association.
- (E) Institutional. Any library or educational institution or other organization interested in the work of the Association may become an institutional member upon payment of dues.
- (F) Honorary Membership. Upon nomination by the Executive Board, persons who have rendered important service to the library interests of the state may be elected honorary members by a vote of the membership present at any official meeting of the Association.

#### **Section 2. Membership Privileges**

- (A) Active members shall receive mailings, and be eligible to vote, hold office, and serve on any board or committee of the Association.
- (B) Associate members shall receive mailings and membership rates for annual meetings, and be eligible to serve on any board or committee of the Association, but shall not be eligible to vote or hold office.

- (C) Life members shall receive mailings, and be eligible to vote, hold office, and serve on any board or committee of the Association.
- (D) Business members shall be eligible to serve on any board or committee of the Association, but shall not be eligible to vote or hold office.
- (E) Institutional members shall receive mailings, but shall not be eligible to vote, hold office, or serve on any board or committee of the Association.
- (F) Honorary members shall receive mailings, but shall not be eligible to vote, hold office, or serve on any board or committee of the Association.

## **ARTICLE II**

### **Officers**

#### **Section 1. Terms**

The officers of the Wyoming Library Association shall be a President, a Vice-President, who shall be President Elect, a Recording Secretary, and an Executive Secretary, ex officio. The Vice-President/President-Elect and Recording Secretary shall be elected annually. For the Vice-President/President Elect, the term of office shall be one year as Vice-President/President-Elect and one year as President. The term of office for the Recording Secretary shall be one year. The terms shall begin at the conclusion of each annual WLA meeting, and end at the conclusion of the next annual meeting. If no annual meeting is held, the officers shall continue in their respective positions until such time as elections are held.

#### **Section 2. Duties**

- (A) The President:
  - (i) Shall preside at all meetings of the Association and of the Executive Board.
  - (ii) Shall appoint members of standing committees and such other committees as are necessary to carry on the work of the Association. When conditions merit, the President may create new and special committees and dissolve old committees. The President shall also serve ex officio on all committees except the Nominations and Elections Committee.
  - (iii) Shall either sign all contracts and other legal documents as ordered by either the Association membership or the Executive Board, or authorize the Vice-President/President-Elect to do so.
  - (iv) Shall approve all orders or bills handled by the Executive Secretary.

- (v) Shall see that all orders and resolutions of the Executive Board or Association are carried out.
- (vi) Shall serve as the designated representative of the Association except in those instances for which delegate election is provided in these bylaws. The President may appoint a representative to serve in his/her place when necessary. Additionally, if a delegate elected pursuant to these bylaws is unable to attend a meeting of the representative association or group, the President or an appointee of the President would become the official delegate.
- (vii) Shall, after consulting the Executive Board, conduct the annual review of the Executive Secretary.
- (viii) Shall discharge such duties as may be required by a majority vote of the Executive Board.

(B) The Vice-President/President-Elect:

- (i) Shall assume the duties of the President in the absence of the President.
- (ii) Shall Chair the Program Council.
- (iii) Shall discharge such duties as may be required by a majority vote of the Executive Board.

(C) The Past-President:

- (i) Shall provide the institutional memory to the Board.
- (ii) Shall coordinate the Association strategic planning process.

(D) The Recording Secretary:

- (i) Shall be responsible for taking the minutes of all Association meetings and Executive Board meetings.
- (ii) Shall prepare summary reports of these meetings and submit them for inclusion in the WLA NEWSLETTER and other leading library publications and placement on the WLA website.
- (iii) Shall discharge such duties as may be required by a majority vote of the Executive Board.

### **Section 3. Papers and Correspondence**

For archival purposes, the officers of the Association shall deposit with the Executive

Secretary all correspondence, records and other materials not needed for current use.

#### **Section 4. Succession**

- (A) If the President becomes unable to fulfill the assigned duties of that office, the Vice-President shall assume the position of President. If the Vice-President is unable to serve as President, a President shall be elected from a slate prepared by the Nominations and Elections Committee. The Nominations and Elections Committee will prepare the slate within thirty (30) days of the time the vacancy occurs. Should a vacancy occur between annual meetings, a ballot will be sent to voting members. The candidate who gets a simple majority of the votes cast shall be declared President.
- (B) If the Vice-President/President Elect becomes unable to fulfill the assigned duties of that office, a new Vice-President/President-Elect shall be elected from a slate prepared by the Nominations and Elections Committee. The Nominations and Elections Committee will prepare the slate within thirty (30) days of the time the vacancy occurs. Should a vacancy occur between annual meetings, a ballot will be sent to voting members. The candidate who gets a simple majority of the votes cast shall be declared Vice- President/President-Elect.
- (C) Should a vacancy in the position of Recording Secretary occur between annual meetings, the Executive Board shall appoint a Recording Secretary to complete the year's term.

### **ARTICLE III Executive Secretary**

The Executive Secretary shall be appointed annually by the Executive Board, and shall receive a stipend agreed upon by the Executive Board as being a just fee commensurate with the amount of work required and the income of the Association. The Executive Secretary:

- (A) Shall maintain membership records and handle the finances.
- (B) Shall be responsible for the Association Archives.
- (C) Shall perform duties as defined by the position job description and annual contract and any other duties as directed by the President and the Executive Board.

### **ARTICLE IV Executive Board**

#### **Section 1. Members**

The administration of the affairs of the Association shall be vested in the Executive Board, which shall consist of the elected officers of the Association; the Past President,

the ALA Councilor, the MPLA Representative, and the chair of each organized section of the Association. In addition, a Parliamentarian, appointed by the President, ex officio; an Association Historian, appointed by the President, ex officio; the Legislative Committee Chair, ex officio; the Intellectual Freedom Committee Chair, ex officio; the Communications Committee Chair, ex officio; the Executive Secretary, ex-officio; and the State Librarian, ex officio, will also serve on the Board. An individual may hold only one Board office at a time.

## **Section 2. Powers and Duties**

- (A) The Executive Board shall coordinate, review and direct the operation of the Association in accordance with these bylaws.
- (B) The Executive Board shall develop the Association's annual budget.
- (C) The Executive Board shall supervise all officers, agents, and employees of the Association, and see that their duties are properly performed.
- (D) The Executive Board shall keep a record of all of its acts and all corporate and financial affairs, and present a report thereof at the Association's annual meeting.

## **Section 3. Position Requirements**

- (A) All Wyoming Library Association Board members must be members of the Association.
- (B) All Wyoming Library Association Board members must reside within the state of Wyoming. A termination of Wyoming residency constitutes a termination of membership on the Board.

## **Section 4. Vacancies**

If a vacancy occurs in any elected office that has no automatic succession, the Executive Board may designate a replacement to discharge the duties of that office until such time as elections are held.

## **Section 5. Board Meetings**

- (A) Meetings of the Executive Board shall be held at least twice a year to transact the business of the Association. One of the meetings shall be designated as the Budget and Strategic Planning meeting. At this meeting, the Association's budget for the following year shall be discussed and approved. Additional meetings shall be called by the President at such times and places as s/he may designate, or upon written requests from the majority of the Board members. Such requests may be sent to the President by mail, e-mail or fax, and must state the reason for the requested special meeting, and the desired time and place for this meeting.

- (B) Written notice of all Executive Board meetings stating the date, time and place shall be given to all members at least ten (10) days prior to the meeting. In addition, notice of any special Executive Board meeting shall state the purpose of the meeting. Notice may be made by mail, e- mail or fax and shall also be posted on the WLA website.
- (C) All proceedings of the Executive Board, except when in executive session, are open to all members of the Association. Permission to speak to the Executive Board must be obtained from the President, and will not be unreasonably withheld by the President. Any Executive Board member may move to go into executive session to discuss legal matters, property matters, or personnel matters such as appointments and salaries. Going into executive session shall require a majority vote of the Executive Board members present. No ex-officio members of the Board shall be present in an Executive Session.
- (D) The Executive Board shall have the right, when not formally assembled as a Board, to take any action which they could have taken at a regular or special meeting by obtaining the approval of three- fourths of the voting Board members. Any action so taken shall have the same effect as an action taken at a regular or special meeting of the Board.

### **Section 6. Board Quorum**

- (A) A majority of the voting members of the Executive Board shall constitute a quorum.
- (B) Every act executed or decision made by a majority of the members of the Executive Board present at a duly held meeting at which a quorum is present shall be regarded as an official act or decision of the Board.

### **Section 7. Board Voting Privileges**

Elected members of the Executive Board shall be voting members. Ex officio members shall be non-voting members.

### **Section 8. Attendance Requirements**

Executive Board members shall attend all meetings. Two (2) consecutive unexcused absences [excused absences are those submitted in writing by mail, e- mail, or fax, and approved by the President] of a Board member from a Board meeting will result in dismissal of the Board member. Ex officio members of the Executive Board may designate an alternate to attend Board meetings.

### **Section 9. Compensation**

Executive Board members shall not receive compensation for services rendered to the Association. However, an Executive Board member may be reimbursed for actual expenses incurred in the performance of Association duties.

## **Section 10. Adoption of Procedures Manual**

The Executive Board shall adopt a manual of procedure to establish and clarify the duties of the Executive Board, the different members of the Board, and the WLA sections and committees. Any conflicts between the manual of procedure and the By-Laws shall be resolved in favor of the By-Laws. Additionally, the Executive Board shall adopt an annual convention handbook to establish and clarify convention duties and procedures. Any conflict between the convention handbook and the manual of procedure will be resolved in favor of the manual of procedure.

## **ARTICLE V Sections and Roundtables**

### **Section 1. Establishment of Sections**

Members of the Association who are engaged in similar work or who have special interests in common, may, upon approval of their petition by the Executive Board, organize themselves into sections. The petition for the establishment of a section shall state clearly the purpose of and the need for the proposed section. The petition shall be signed by no less than twenty (20) members of the Association who are engaged in the work of the proposed section. These signatures shall communicate their intention of becoming charter members of the section.

### **Section 2. Section Bylaws**

- (A) Each section shall adopt its own by- laws, which are subject to approval by the Executive Board. These bylaws shall provide for the election or appointment of an individual to represent the section on the Executive Board, and for a successor in the event that the original designee is unable to serve. Additionally, these bylaws shall set the amounts for section dues and provide a means to establish accountability for section funds.
- (B) All proposed section by- laws and amendments shall be submitted to the Constitution and By- laws Committee for review to assure conformity with the Association's Constitution and By- laws. When agreement as to conformity is reached between the section and the Committee, the Committee will recommend the proposed by-laws to the Executive Board.

### **Section 3. Section Budgets**

- (A) Each section shall create a yearly budget. Any surplus or unanticipated deficit in a section's budget shall be carried over to the section's budget for the following year.
- (B) In addition to monies that a section may generate through projects and dues, funds may be requested from the general Association budget by petitioning the Executive Board.

#### **Section 4. Establishment of Roundtables**

The Executive Board may sanction the formation of special interest roundtables. No specially formed roundtable will collect dues or levy fees. Each roundtable shall be funded by the Executive Board or a section or sections interested in promoting the work of the roundtable.

#### **Section 5. Section and Roundtable Reports**

Section and roundtable officers are responsible for preparing reports of all meetings and programs, and communicating them to the Association membership.

#### **Section 6. Dissolution of Sections and Roundtables**

If the Executive Board so recommends, a section or roundtable may be dissolved by a majority vote of a quorum of the members of the Association at an annual business meeting. Notice must be given prior to the meeting of such a forthcoming Executive Board recommendation. A section or roundtable may dissolve itself, provided that the Executive Board is notified of this action.

### **ARTICLE VI Program Council and Standing Committees**

#### **Section 1. Program Council**

- (A) The Council shall be responsible for annual conference planning, the direction and coordination of continuing education, professional development activities, leadership training, and mentoring within the Association.
- (B) The Chair of the Council shall be the Vice-President/President-Elect of the Association, who shall serve as Chair of the annual conference. The Council shall consist of the Vice-President/President-Elect, the Executive Secretary, the Section Chairs (or their designees), the Awards Committee Chair, the Communications Committee Chair, the Mentoring Committee Chair, the Local Arrangements Chair, and the Wyoming State Library Continuing Education Librarian (ex officio). At the first meeting of the Council, the Chair shall appoint a secretary to keep minutes of all council meetings in whatever meeting format they may occur. The Vice-President/President-Elect may appoint individuals from outside the Council to be responsible for local arrangements, exhibits, and any other convention-related activities that conform to the annual convention handbook.

#### **Section 2. Nominations and Elections Committee**

- (A) The Nominations and Elections Committee shall consist of six (6) individuals. The Nominations and Elections Committee is responsible for finding candidates for Association offices and for conducting elections in accordance with these bylaws.

- (B) Each President of the Association shall, at least nine (9) months before the annual meeting, appoint three (3) members to this committee who are representative of the organized Sections of the WLA. The length of term for this committee shall be two (2) years, and terms shall be staggered so that one-half (1/2) of the committee is replaced each year.

### **Section 3. Legislative Committee**

- (A) The Legislative Committee is responsible for initiating and promoting legislation beneficial to Wyoming libraries, disseminating accurate and timely information about state and federal issues affecting Wyoming libraries, and educating the Wyoming library community and its advocates with respect to the legislative process.
- (B) The Legislative Committee shall consist of at least 10 (ten) members representing the various sections and geographical areas of the State, and the State Librarian (or designee when necessary) as a non-voting, ex-officio member. With the possible exception of the State Librarian, the members of the committee shall serve three (3) year terms. The terms shall be staggered so that at least five (5) new members shall be appointed every year. The Committee Chair shall appoint a vice-chair for state legislative issues, a vice-chair for federal legislative issues, and a vice-chair for legislative education.
- (C) The Legislative Committee shall take direction and advice from the Association lobbyist on how to best manage library legislative issues.
- (D) The Legislative Committee shall assist the Executive Board in selecting the Association's lobbyist. However, the Executive Board shall make the final hiring decision.

### **Section 4. Intellectual Freedom Committee**

- (A) The Intellectual Freedom Committee shall provide services to Association members and all Wyoming libraries on questions of intellectual freedom.
- (B) The Intellectual Freedom Committee shall consist of members representative of the WLA sections and geographical areas of the state. Each member shall serve a term of four years.

### **Section 5. Membership Committee**

- (A) The Membership Committee shall recruit new personal and institutional members to the Association.
- (B) The Membership Committee shall consist of a Chair and a member from each WLA section. Members of this committee will be appointed by the President to serve a two (2) year term. The Past-President shall serve as the liaison between this Committee and the Executive Board.

## **Section 6. Awards/Grants Committee**

- (A) The Awards/Grants Committee shall provide information on the awards sponsored by the Wyoming Library Association, determine which awards should be presented during a given year, encourage and solicit award applications, select recipients for the awards, and arrange for the formal presentation of awards at the annual convention. This committee shall also encourage and solicit applications for and award the Nora VanBurgh Development Grants and solicit nominations for MPLA and ALA awards.
- (B) The Awards Committee shall consist of a Chair and at least five (5) members who are representative of the various types of libraries and geographic areas within the state. The term of office for the members of this committee shall be two (2) years, with at least two (2) new members being appointed each year.

## **Section 7. Financial Auditing Committee**

- (A) The Financial Auditing Committee shall be responsible for providing an audit of the financial records of the Wyoming Library Association for each fiscal year. This committee shall present its final report at the February meeting of the Executive Board.
- (B) The Financial Auditing Committee shall consist of three (3) members of the Wyoming Library Association. The term of office for a member of this committee shall be three (3) years, staggered so that one new member is appointed each year.
- (C) A professional audit of the financial records of the Wyoming Library Association shall be conducted every five (5) years.

## **Section 8. Revenue Committee**

- (A) The Revenue Committee shall be responsible for identifying possible sources or mechanisms with which to increase operational and special revenues for the Association. This committee shall make recommendations to the Executive Board annually.
- (B) The Revenue Committee shall make recommendations as to the Executive Board as to disposition of any surplus revenue. When surplus revenues are realized from grants, any restrictions or requirements on the use of such monies placed by the granting organization must be strictly followed.
- (C) The Revenue Committee shall consist of three (3) members of the Association. The term of office for a member of this committee shall be three (3) years, staggered so that one new member is appointed each year. Initially, the President shall appoint one member for one year, one member for two years, and one member for three years. The Past President shall serve as the liaison between this committee and the Executive Board.

## **Section 9. Constitution and By-Laws Committee**

- (A) The Constitution and By-Laws Committee shall be responsible for making recommendations for revisions to the Constitution and By-Laws.
- (B) The Constitution and By-Laws Committee shall consist of three (3) members of the Association. The term of office for a member of this committee shall be three (3) years, staggered so that one member is appointed each year.

## **Section 10. Wyoming Youth Book Standing Committees**

- (A) The Wyoming Library Association and the Wyoming State Reading Council will jointly sponsor three awards: The Buckaroo Book Award for children in grades K-3, the Indian Paintbrush Book Award for children in grades 4-6, and the Soaring Eagle Book Award for youth in grades 7-12.
- (B) The purpose of the Buckaroo, Indian Paintbrush and Soaring Eagle Book Awards will be to provide an opportunity for the youth of Wyoming to read and select favorite books and to honor the authors of those books.
- (C) The Wyoming Library Association shall have a standing committee for each of the three awards.
- (D) All three book award committees shall consist of members who have been appointed according to the following guidelines: The Wyoming State Reading Council shall appoint four (4) members to each committee. The Wyoming Library Association President shall appoint four members to each committee, two (2) from the School Library/Media Personnel Section, and two from the Children's/YA Section. Committee members shall be appointed for 3-year terms. Each book award committee shall have co-chairs, one from the Wyoming Library Association and one from the Wyoming Reading Council.
- (E) The committees shall serve in accordance with the guidelines that govern each award.
- (F) The Wyoming Library Association and the Wyoming State Reading Council agree to split the costs for the three awards. The cost for the Wyoming Library Association shall be paid from funds accrued in the Children's Author Funds. If these funds are exhausted, the School Library/Media Personnel Section and the Children's/YA Section will each pay equally from their own budgets the costs of supporting the book award programs.

## **Section 11. Communications Committee**

- (A) The Communications Committee shall consist of six (6) members appointed by the President with the advice of the Executive Board. Members shall be chosen to represent the WLA sections and the geographical areas of the state. The term of office for members

of this committee shall be two (2) years, staggered so that three (3) new members are appointed every year.

- (B) The Chair of the committee, or a designee, shall serve on the WLA Executive Board and the Program Council.
- (C) The Communications Committee shall assist the Executive Board and the Program Council in disseminating information regarding WLA programs and activities, in developing and releasing library advocacy material, and in establishing an effective public "voice" for the Association.
- (D) The Communications Committee shall have responsibility for reviewing and editing all WLA graphical or published materials prior to dissemination.

### **Section 12. Mentoring Committee**

- (A) The Mentoring Committee shall be responsible for identifying leadership needs within WLA. The Committee shall identify and promote existing leadership programs and, where necessary, shall develop additional programs to address these needs.
- (B) The Mentoring Committee shall conduct an annual officer training workshop.
- (C) The Mentoring Committee shall consist of a Chair and at least five (5) members who are representative of the various types of libraries and geographic areas within the state. The term of office for the members of this committee shall be two (2) years, with at least two (2) new members being appointed each year.

### **Section 13. Committee Budgets**

Each committee shall submit an annual budget request based on the anticipated revenues and expenditures of committee sponsored activities. Any unspent committee allocations that exist at the end of the budget year shall be added back to the Association's general fund. Should a committee require more funds than originally allocated in the Association budget, it may request Executive Board approval for additional funding.

### **Section 14. Committee Reports**

The Chair of the Program Council and each standing committee Chair shall submit an annual report in writing to the President by a date specified by the President. The President is responsible for summarizing and communicating these reports to the Association membership.

## **ARTICLE VII Ad Hoc Committees**

### **Section 1. Ad Hoc Committees**

- (A) Ad Hoc committees shall be established by the President as needed to accomplish a specific task.
- (B) Such committees shall serve for a one (1) year period or less. If necessary, the term may be extended by the Executive Board until such time as the specific task is completed.
- (C) The Chair of each ad hoc committee shall submit a report in writing to the President by a date specified by the President. The President is responsible for summarizing and communicating these reports to the Association membership.

## **ARTICLE VIII Affiliations with National and Regional Library Associations**

### **Section 1. Chapter Memberships**

WLA shall hold a Chapter membership in the American Library Association and an Association membership in the Mountain Plains Library Association.

### **Section 2. Representation in the American Library Association (ALA)**

A Councilor to represent the WLA in the American Library Association (ALA) shall be elected in accordance with ALA by-laws by all voting members of the WLA. The term of office shall be for three (3) years, and shall begin at the start of the mid-winter American Library Association conference that follows the Wyoming Library Association election for the office. If a vacancy occurs, the WLA Executive Board may appoint a qualified person to fill this position until the next Wyoming Library Association general election.

### **Section 3. Representation in the Mountain Plains Library Association (MPLA)**

A representative to MPLA shall be elected in accordance with MPLA by-laws by all voting members of the WLA. The term of office shall be for three (3) years, and shall begin at the conclusion of the WLA meeting that follows the election for this office. If a vacancy occurs the Executive Board may appoint a qualified person to fill this position until the next Wyoming Library Association general election.

### **Section 4. Duties of Representatives**

WLA members who are elected to serve as representatives to these respective organizations shall act as liaisons, interpreting the wishes and policies of the Wyoming Library Association to these organizations, and interpreting the wishes and policies of these organizations to the Wyoming Library Association. Representatives shall make all WLA members aware of critical issues as

they arise so members may respond in a timely manner. In addition, each representative shall submit a written report to WLA members at the annual meeting. The ALA Chapter Councilor will transmit all proposed amendments and changes to the chapter constitution and bylaws to the ALA Constitution and Bylaws Committee to reconcile them with the ALA constitution and bylaws if needed.

**ARTICLE IX**  
**Relationship with Wyoming State Library**

- (A) The Executive Board shall provide advice to the State Library which promotes the purpose of the Association.
- (B) The Association and the State Library shall coordinate messages to the legislature and other elected state officials regarding interests of the Wyoming library community.
- (C) The Association shall, through the Communications Committee, collaborate with the State Library to publish the Wyoming Library Roundup.
- (D) The Wyoming State Librarian serves as ex officio on the Executive Board.

**ARTICLE X**  
**Association Meetings**

**Section 1. Meetings**

- (A) There shall be an annual meeting of the Association at a time and place determined by the Executive Board.
- (B) A special meeting of the Association may be called:
  - (i) When the President deems it necessary.
  - (ii) By a majority vote of the Executive Board.
  - (iii) When a written request from twenty (20) members of the Association for a special meeting has been submitted to the President. Such a request may be sent to the President by mail, e-mail, or fax and must state the reason for the special meeting and the desired time and place of the meeting.
- (C) The Parliamentary authority at all meetings shall be the current edition of Roberts Rules of Order Revised.

## **Section 2. Notification**

- (A) A notice and agenda for each annual meeting of the Association shall be published and distributed at least thirty (30) days before the meeting. This notice may be sent by mail, e-mail, or fax.
- (B) Written notice of a special meeting of the Association, stating the purpose, place, day and time of such meeting, shall be given to the membership not less than thirty (30) days before such a meeting. This notice may be sent by mail, e-mail, or fax.
- (C) All notifications, agendas, and meeting documents shall also be posted at the WLA website.

## **Section 3. Quorum**

The presence of fifteen percent (15%) of the membership in good standing of the Association shall constitute a quorum for transaction of business at any official meeting of the Association.

## **Section 4. Voting at Meetings**

Voting at meetings will be by voice unless a written ballot is requested by any member. A majority vote of those present and voting will prevail on all general business matters and elections. Constitution and bylaws amendments shall require a two-thirds vote.

## **Section 5. Conclusion of Meeting Defined**

The conclusion of the WLA annual meeting is defined as the conclusion of the last scheduled event of the conference.

# **ARTICLE XI**

## **Nominations and Elections**

### **Section 1. Nominations**

- (A) The Nominations and Elections Committee shall solicit not less than two and not more than three candidates for each WLA elective office, and for the positions of Chapter Councilor to the ALA and Representative to the MPLA. This committee shall verify the eligibility of each candidate through the Executive Secretary, and report its nominations to the President at least six (6) months before the annual WLA meeting.
- (B) The Nominations and Elections Committee, in cooperation with the Executive Secretary, shall publish and send to the members, not later than two (2) months before the annual WLA meeting a list of candidates which shall include a brief biography of each

candidate and their statements of purpose. If a nominee so desires, s/he may include a photograph.

## **Section 2. Elections**

(A) Elections shall be conducted by secret ballot. The candidate receiving the highest number of votes for each office shall be elected. In the case of a tie, the candidate who will assume the office shall be determined by each candidate drawing one playing card from a deck. The candidate who draws the highest card shall assume the office. The Chair of the Nominations and Elections Committee will oversee the drawing.

(B) Eligible WLA members shall vote for these candidates by conventional mail or by electronic ballot. WLA members shall be able to choose to receive their ballots either by conventional mail or electronically through an option that shall be provided to them on their membership form.

### **i. Mail Ballots**

- a) Not less than two (2) months before the annual WLA meeting, the Executive Secretary shall mail a ballot and a blank envelope to all members who have chosen to use a mail ballot.
- b) The ballot shall contain appropriate spaces for write-in candidates for each position.
- c) The completed ballot shall be sealed in the envelope, which must be marked with the word BALLOT and mailed to the Executive Secretary.
- d) The ballots must be postmarked no later than 15 days prior to the beginning of the annual WLA meeting.
- e) Upon receipt, the Executive Secretary shall immediately set aside the ballot in its unopened envelope, and shall take the ballots so collected to the annual meeting.

### **ii. Electronic Ballots**

- a) Not less than two (2) months before the annual WLA meeting, an electronic ballot shall be activated on the Association's website, along with instructions for electronic voting. The electronic ballot shall be designed so as to allow only qualified voters to submit a ballot and yet maintain the required secrecy of the votes.
- b) The ballot shall contain appropriate spaces for insertion of write-in candidates for each position.

- c) Electronic ballots must be submitted no later than 15 days prior to the beginning of the annual WLA meeting.
  - d) The Executive Secretary shall be supplied with the vote counts for each candidate in a sealed envelope, and shall take the envelopes to the annual meeting.
- (C) At the annual WLA meeting, the Nominations and Elections Committee shall verify eligible ballots based on the postmarked date, open the envelopes, and record the votes. The Nominations and Elections Committee shall also record the votes from ballots properly submitted using the electronic voting method.
- (D) If there are write- in votes, the Nominations and Elections Committee shall verify the eligibility of the write- in candidate with the Executive Secretary. If the candidate is eligible, the Nominations and Elections Committee shall then count the vote.
- (E) At a general session of the WLA annual meeting, all candidates shall be introduced, and the election results announced to the general membership.

### **Section 3. Quorum**

Fifteen percent (15%) of the total WLA membership in good standing at the time ballots are mailed shall constitute a quorum. If a quorum of voting members has not voted, a second ballot shall be distributed within twenty (20) days following the adjournment of the annual meeting.

## **ARTICLE XII Budget Year**

The budget year for the Association shall be January 1 through December 31. The budget shall be approved at the budget meeting of the Executive Board.

## **ARTICLE XIII Strategic Plan**

- (A) A strategic plan for WLA shall be developed every two years with a review conducted by the Executive Board in the intervening year.
- (B) The Past President shall be responsible for the strategic planning process.

## **ARTICLE XIV Dues and Fees**

### **Section 1. Dues**

- (A) Dues shall be payable by or on January 1 of each year. Any member whose dues are unpaid by March 1 in any fiscal year shall be deemed delinquent, and shall cease to be a member of the Association. Lapsed members may be reinstated upon payment of dues for the current year.
- (B) Dues are set by the members of the Association, and may be changed at any official business meeting of the Association by a two-thirds vote of the members present and voting, provided that at least thirty (30) days advance notice of the proposed change has been given by mail, e-mail, or fax and posted on the WLA website. They may also be changed without prior notice at any WLA annual meeting by the unanimous approval of those members attending and voting.
- (C) Active and Associate member dues shall be computed on a sliding scale based on the member's salary. Business and Institutional memberships shall not be computed on a sliding scale but shall be a set amount. Honorary members shall pay no dues.
- (D) Sections shall establish their own dues, which are subject to Executive Board approval.

### **Section 2. Fees**

- (A) There may be a registration fee and/or exhibit fee for all persons attending any annual or special meeting of the Association. These fees shall be fixed by the Executive Board.
- (B) There may be a registration fee for all persons attending any special meeting of a section. These fees shall be fixed by the section.

## **ARTICLE XV Publication**

### **Section 1. Official Publication**

The official publication of the Wyoming Library Association shall be called the WLA NEWSLETTER.

### **Section 2.**

The WLA NEWSLETTER shall be edited by the Communications Committee and compiled and produced by the Executive Secretary. However, the WLA Executive Board shall have final authority over any matter involving the finances or editorial content for the WLA Newsletter.

**ARTICLE XVI**  
**Dissolution**

If the Association dissolves itself, its assets shall either be transferred to any similar nonprofit organization that is organized as a nonprofit corporation under section 501(c) of the Internal Revenue Code, or used to establish a scholarship fund for Wyoming legal residents to attend a library school accredited by the American Library Association. The disposition of any such assets shall be determined by the majority vote of the members of the Association at the time of the dissolution. In this vote, the President shall vote only in the case of a tie.

**ARTICLE XVII**  
**Amendments**

**Section 1. Constitution**

This Constitution may be amended at any official business meeting of the Association by a two-thirds vote of the members present and voting, provided that at least thirty (30) days advance notice of any proposed change(s) has/have been given, or, at any annual WLA meeting by the unanimous approval of those members attending and voting.

**Section 2. By-laws**

Any by-law may be amended at any official business meeting of the Association by a two-thirds vote of the members present and voting, provided that at least thirty (30) days advance notice has been given of the proposed change(s) or, at any annual WLA meeting by the unanimous approval of those members attending and voting.