

WLA Paraprofessional/Support Staff Section By-Laws
As amended & adopted on September 13, 2007

Article I - Name

The name of this body will be the Paraprofessional and Support Staff Section of the Wyoming Library Association.

Article II - Purpose

The purpose of the Paraprofessional and Support Staff Section will be to address the issues and concerns of particular interest to library support staff in Wyoming, in addition to providing opportunities for leadership, continuing education and networking for all Wyoming library staff.

Article III - Membership

Section 1. Any person or institution engaged or interested in library work may become a member of the Section upon payment of dues as provided for in the by-laws of the Wyoming Library Association and who qualifies in a membership classification as defined in the constitution of the association.

Section 2. Individual members may vote in Section elections and meetings, serve on Section committees, serve as officers, and receive all Section mailings. Institutional members receive all Section mailings.

Article IV - Officers

Section 1. Terms

Officers of the Paraprofessional Section shall be a Chair, a Chair-Elect, and a Secretary. The Chair-Elect and Secretary will be elected annually. The terms shall begin at the conclusion of each annual Wyoming Library Association Section meeting, and end at the conclusion of the next annual Section meeting.

(A) The Chair-Elect:

The term of office for the Chair-Elect shall be one year as Chair-Elect and one year as Chair. Both the incoming and outgoing Section Chairs will attend the annual WLA Executive Board meeting following the WLA convention.

(B) The Secretary:

The term of office for the Secretary shall be one year.

Section 2. Duties

(A) The Chair:

- (i) Shall preside at all meetings of the Paraprofessionals Section.
- (ii) Shall serve as an ex officio member of all Section committees except the nominating committee.
- (iii) Shall serve as a member of the Executive Board of the Wyoming Library Association.
- (iv) Shall be responsible for the annual budget of the Section.
- (v) Shall appoint an ad hoc Nominating Committee at or before the spring meeting.
- (vi) Shall be responsible for the optional spring meeting and the Section program/meeting at the Wyoming Library Association annual meeting, but may delegate this responsibility to another member.

(B) The Chair-Elect:

- (i) Shall assume the duties of the Chair in the absence of the Chair.
- (ii) Shall serve on the Program Council and assist with the planning of the annual meeting.
- (iii) Shall serve as Chair of the Section the year following his/her term as Chair-Elect.

(C) The Secretary:

- (I) Shall take the minutes of all meetings of the Section and submit copies to the Wyoming Library Association Executive Secretary and the WLA Historian, and maintain a file copy for the Section.
- (II) Shall maintain a list of the members of the Section with their addresses and positions, in cooperation with the WLA Executive Secretary.

Section 3. Succession

- (A) If the Chair cannot complete a term of office, the Chair-Elect will serve as Chair for the remainder of the term and remain to serve the term for which he/she was elected.
- (B) If the Chair-Elect cannot complete a term, the remaining officers will select a replacement to serve until the next election. Ballots at that time will provide for election of a Chair as well as Chair-Elect and Secretary.
- (C) If the Secretary cannot complete a term of office, the remaining officers will select a replacement for the vacancy.

Article V - Nominations

Section 1. At least three months prior to the Wyoming Library Association annual meeting, the Section nominating committee will submit a report to the officers of the Section, nominating at least one candidate each for the positions of Chair-Elect and Secretary. The report will include a brief biography of each candidate, their statement of purpose, and possibly a photograph.

Section 2. A member's consent must be obtained before his/her name can be placed in the nomination report. All ballots will contain a space for write-in candidates for each office.

Section 3. Two months before the annual meeting, the report of the Section nominating committee will be submitted to the WLA Executive Secretary. Individual members will have the privilege of voting for WLA Executive Officers and applicable Section Officers. The ballots will be counted and the results announced at the annual meeting.

Article VI - Meetings

Section 1. Annual Meetings: There will be an annual meeting of the Section at such place and time as may be determined by the officers of the Section. The officers will notify the members of the Section at least 10 days prior to the meeting. The meetings of the Section will not conflict with annual meetings of the Wyoming Library Association, but may be held during the association's annual convention dates.

Section 2. Spring Meetings: The Section Chair may call a spring meeting of the Section for the purpose of conducting business and/or presenting a program.

Section 3. Special meetings: Special meetings may be called by the officers provided the membership is given 30 days notice. Business may be conducted by the action of a majority of the attending members.

Section 4. Quorum: Fifty percent of the members of the Section registering for the annual meeting will constitute a quorum.

Section 5. To avoid conflicts with other Sections, all meeting dates should be cleared with the association's President.

Article VII - SubSections and Committees

Section 1. The Chair will appoint two members of the Section to serve on the Nominations Committee.

Section 2. The Section may create subsections of special interest when necessary.

Section 3. The Chair of the Section will fill vacancies in subsections and may appoint ad hoc committees as necessary, i.e.: By-laws or liaisons to serve special needs within a geographical area.

Article VIII - Finances

Section 1. Section Officers will set Section dues subject to approval by Section membership and the Wyoming Library Association Executive Board. Dues will be collected by the Executive Secretary of the Wyoming Library Association in conjunction with association dues.

Section 2. Funds for financing the activities of the Section are derived from Section dues and other Section activities designed to raise funds.

Section 3. The Chair of the Section will authorize payment of Section bills from Section funds by the Executive Secretary of the Wyoming Library Association. The Executive Secretary of the Wyoming Library Association will maintain the financial records of the Section.

Article IX - Amendment of the By-laws

Section 1. By-laws may be adopted and amended by vote of the majority of the members voting at any annual meeting.

Section 2. Specific notice of any change shall be given in the call for the meeting at least 30 days prior to the meeting.

Section 3. Any by-laws may be suspended by a vote of the majority of those present at the annual meeting.

Article X - Issues not covered

Any issue not covered in these by-laws, or found to be in conflict with the by-laws of Wyoming Library Association, will be governed by the Wyoming Library Association by-laws.

Article XI - Dissolution of the Section

Section 1. Upon recommendation of the Executive Board, the Section may be dissolved by action of the members of the Wyoming Library Association at an annual business meeting provided at least 30 days notice has been given prior to the meeting. The Section may dissolve itself by a majority vote of the Section membership; formal notification should then be sent to the Executive Board of the Wyoming Library Association.

Section 2. Upon the dissolution of the Section, any remaining Section funds will be credited to the Wyoming Library Association.