

ILLINOIS ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES

BY-LAWS

ARTICLE I. NAME

The name of this organization shall be the Illinois Association of College and Research Libraries (IACRL).

ARTICLE II. PURPOSE

The purpose of IACRL shall be:

- (1) To contribute to the professional and career development of all academic library personnel.
- (2) To enhance the capabilities of Illinois academic libraries to serve the needs of their users.
- (3) To promote and speak for the interests of academic libraries.
- (4) To promote study, research and dissemination of information relevant to academic librarianship.
- (5) To promote and foster cooperation and communication among the members of IACRL, the academic community, and other organizations with common interests.
- (6) To support and protect intellectual freedom in academic libraries.
- (7) To honor the contributions of individuals who enhance academic libraries in Illinois.

ARTICLE III. AFFILIATIONS

Section 1. IACRL is a forum of the Illinois Library Association (ILA), subject to the *Bylaws of the Illinois Library Association*. ILA appoints a liaison from its Board to IACRL.

Section 2. IACRL is a chapter of the Association of College and Research Libraries (ACRL), subject to the *ACRL Bylaws* and *ACRL's Guide to Policies and Procedures*.

ARTICLE IV. MEMBERSHIP

Any member of ILA shall be eligible to become a member of IACRL.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. Officers

The Executive Committee of IACRL shall be the President, Vice President/President Elect, Secretary/Treasurer, and Past President.

Section 2. Duties

The Executive Committee shall manage the affairs of the association. The Executive Committee shall receive and discuss ideas, develop recommendations to present to the assembly, plan the schedule of meetings, and perform other duties as needed. The Executive Committee shall periodically review the charge, structure, and function of all committees. The Executive Committee shall seek to strengthen ties with ILA and to ILA committees of interest to IACRL membership.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 1. Eligibility for Office

All members of IACRL shall be eligible for election to office. The President and Vice President/President Elect must also be members of ACRL, as stated in the *ACRL Bylaws*.

Section 2. Nominating Committee

A Nominating Committee, chaired by the Past President, shall be appointed by the Executive Committee. Prospective nominees shall be contacted by the Nominating Committee to obtain an acceptance before the slate of nominees is established. The Nominating Committee shall attempt to present a diverse slate. The slate of nominees shall be reported to the membership in the Spring issue of the IACRL Newsletter.

Section 3. Election

The election of officers shall be held each year prior to June 30. The date of the election shall be announced in the Spring issue of the IACRL Newsletter. The candidate receiving the largest number of votes shall be elected. In the event of a tie vote, the winner shall be determined by lot.

Section 4. Terms of Office

Officers shall serve one-year terms beginning at the end of the annual membership meeting.

Section 5. Re-election

Officers shall serve no more than two consecutive terms in the same office, not counting time spent in the office as a result of filling a vacancy occurring between annual elections.

Section 6. Resignation

An officer may resign by submitting a written resignation to the Executive Committee. The resignation shall be effective upon acceptance by the Executive Committee.

Section 7. Vacancies

The Vice President/President Elect shall assume the office of President in the event of a vacancy. A vacancy in the office of Vice President/President Elect shall be filled by election. A vacancy in the office of Secretary/Treasurer shall be filled by appointment of the President that is approved by the Executive Committee. In the event that the immediate Past President resigns, a previous Past President shall be recruited by the Executive Committee to fill the position.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. President

The President shall be the executive head of IACRL and, as such, shall be responsible for providing the association with leadership in carrying out its purposes. The President shall serve as chairperson of the Executive Committee and shall preside over Executive Committee and membership meetings, and shall prepare and distribute the agenda for such meetings. The President shall be an ex-officio member of all IACRL committees, except the Nominating Committee. Per *ACRL's Guide to Policies and Procedures*, the President and Vice President/President Elect of each ACRL chapter are members of the Chapters Council. The President shall represent the association at meetings of ACRL's Chapters Council or shall appoint a member of the Executive Committee to represent him or her in that capacity.

The President shall submit written reports to the Executive Committee on meetings of ACRL's Chapters Council, send written reports to the editor of Chapter Topics on IACRL's activities, and fulfill other ACRL related responsibilities. The President shall be responsible for the dissemination of IACRL news and viewpoints to ILA publications. The President shall complete the ILA Forum and Committee Reports form and submit copies to the Board Liaison and to ILA two weeks before each ILA Executive Board meeting. The President shall compile an annual written report on the association's activities and shall submit these reports to ILA and ACRL. The President shall also present the annual report to the members at the annual membership meeting.

Section 2. Vice President/President Elect

The Vice President/President Elect shall serve, in the President's absence, as President pro tem of IACRL. The Vice President/President Elect shall appoint the chairs of all standing committees at least 30 days prior to the annual membership meeting. The Vice President/President Elect shall serve as chair of the Conference and Continuing Education Committee. Within 30 days prior to the annual membership meeting, the Vice President/President Elect shall submit a written report of activities for the year to the President.

Section 3. Secretary/Treasurer

The Secretary/Treasurer shall record, prepare, and distribute the minutes of Executive Committee and membership meetings. The Secretary/Treasurer shall be responsible for all minutes, reports, records, correspondence and other important IACRL documents. Within 30 days prior to the annual membership meeting, the Secretary/Treasurer shall submit a written report of activities for the year to the President.

Section 4. Past President

The Past President shall serve as chair of the Nominating Committee and the Awards Committee. Within 30 days prior to the annual membership meeting, the Past President shall submit a written report of activities for the year to the President.

ARTICLE VIII. VOTING

Voting members shall be those individuals listed on the current IACRL roster. All matters shall be decided by a simple majority.

ARTICLE IX. MEETINGS

Section 1. Executive Committee Meetings

The Executive Committee shall hold a minimum of two meetings during each membership year. For matters to be decided by a vote of the Executive Committee, three-fourths of the Executive Committee must be present in order to constitute a quorum.

Section 2. Membership Meetings

The annual membership meeting shall be held at the ILA Conference in the Fall of each membership year. A quorum shall consist of 25 members. Additional membership meetings may be called by the President as needed.

Section 3. Schedule of Meetings

Meeting dates shall be announced at least 14 days in advance to members. All meetings shall be open.

ARTICLE X. STANDING COMMITTEES

Section 1. Standing Committees

The following committees shall be standing committees: Conference and Continuing Education Committee, Membership Committee, Publications Committee.

Section 2. Membership

Members of standing committees must belong to IACRL. Committees shall consist of a minimum of four members, including the Chair.

Section 3. Appointment

The Vice-President/President-Elect shall appoint members of all standing committees. The Vice-President/President-Elect shall notify the membership of the standing committee membership opportunities and shall solicit volunteers from the membership. All appointments shall be made within thirty days of the annual meeting.

Section 4. Terms of Appointment

Members of standing committees shall be appointed for two-year terms of staggered rotation. A member of each committee shall be appointed by the Vice President/President Elect to serve as chair for a term of one year, to begin at the end of the annual membership meeting.

Section 5. Committee Reports

Within 30 days prior to the annual membership meeting, the chair of each standing committee shall submit a written report of their committee's activities for the year to the President.

Section 6. Conference and Continuing Education Committee

The Vice President/President Elect shall serve as chair of the committee. The committee shall provide workshops, conferences, symposium, classes and other educational experiences for members.

Section 7. Membership Committee

The committee shall actively recruit and promote membership engagement and retention in IACRL. The committee shall work with the Vice President/President Elect to identify volunteers to serve on committees.

Section 8. Publications Committee

The committee shall publish a newsletter at least twice a year (during the Fall and Spring). The general and managing editors shall be elected by the committee. The committee shall be responsible for the maintenance of the IACRL web site.

ARTICLE XI. AWARDS COMMITTEE

The Past President shall serve as chair of the committee. The committee shall be responsible for the award of Illinois Academic Librarian of the Year and for any other awards the association deems appropriate. The committee shall submit award decisions to the Executive Committee.

ARTICLE XII. AD HOC COMMITTEES

Ad Hoc committees may be appointed by the President as need arises, with approval of the Executive Committee.

ARTICLE XIII. AMENDMENTS

Section 1. Amendments

Any bylaw may be amended, revoked, or suspended by a simple majority of the votes cast by the voting membership.

Section 2. Amendment Reports

Notice of proposed bylaws changes shall be announced to members no less than 14 days before voting shall take place.

ARTICLE XIV. RATIFICATION

These bylaws shall take effect upon ratification by a simple majority of the votes cast by the voting membership.

*Approved by the membership October 27, 1997
Amended October 17, 2000; April 1, 2004; October 8, 2009*