

Constitution and Bylaws of the South Carolina Library Association

Article I. Name

This organization shall be called the South Carolina Library Association, herein referred to as the Association and SCLA in these Bylaws.

Article II. Objective

Its objective shall be to promote libraries and library service in South Carolina.

Article III. Membership

Section 1. The fiscal year of the Association shall be January 1 – December 31.

Section 2. The membership year for the Association shall be one calendar year from the date of the member's last renewal. Membership shall entitle the member to the right to vote at meetings, online, or by mail and receive Association communications.

Section 3. Members who have not paid by the last date of the membership year shall be dropped from membership. Membership will be reinstated for a full year from that date that dues are received. Membership must be current in order to participate in the Association's annual election.

Section 4. Any individual interested in the objectives of the Association may become a member with a right to vote, upon payment of annual dues. Membership in the Association shall be composed of the following classes:

- Individual
 - First Time Member (One year only)
 - Continuing Member
 - Full-Time Student
 - Trustee/Friend/Retiree
 - Individual Exhibitor
- Joint Membership with ALA (Only for members new to ALA & SCLA)
 - Student
- Sustaining Member
- Institutional

Section 5. An individual or salary membership will entitle the member to join two Sections and/or Round Tables. The dues for the retired librarians and full-time students does not include Section or Round Table memberships. Sustaining memberships will entitle the member to join four Sections and/or Round Tables. Members may join additional Sections or Round Tables by paying the Section or Round Table fee as detailed on the current membership form.

Section 6. Any library, club, or other educational association in South Carolina interested in the objectives of the Association may become an institutional member by payment of dues and may be entitled to send a delegate(s) with the right to vote. Membership fees and

classes will follow the current schedule of dues as detailed on the current membership form.

Section 7. Any person who has maintained an active, paid membership in the Association for a period of ten (10) consecutive years prior to retirement shall, upon retirement, be entitled to Honorary Membership in the Association, upon approval of the Board of Directors.

Section 8. In addition to membership dues, there shall be a registration fee set by the Board of Directors for each person, excluding invited guests and exhibitors, attending the annual meeting.

Article IV. Dues

Section 1. Annual dues for all levels of membership presented in Article III are delineated on the current membership form.

Article V. Officers

Section 1. The elected officers of the Association shall consist of President, First Vice-President, who shall be President-Elect, Second Vice-President, Secretary, and Treasurer. These officers shall form the Executive Committee of the Board of Directors. All officers shall be individual members of the Association.

Section 2. Officers, with the exception of the Treasurer, shall serve the calendar year following their election. The Treasurer shall serve a term of two calendar years following election.

Section 3. A quorum of the voting members of the Board of Directors present at a regular or special meeting may vote to recommend to the Executive Committee the removal of any officer for cause.

Section 4. A vacancy in the offices of First Vice-President, Second Vice-President, Treasurer, or Secretary shall be filled for an unexpired term by appointment of the Executive Committee.

Article VI. Nominations and Election of Officers

Section 1. The President, with the approval of the Board of Directors, shall appoint a Nominating Committee which shall be composed of the Chairs of the Sections, with the immediate Past-President serving as Chair of this committee. Notice of the names placed in nomination will be given to the membership at least thirty (30) days prior to the election.

Section 2. The Nominating Committee shall present the slate of officers to the Board of Directors by the summer Board of Directors meeting. The slate of officers shall be presented to the membership in an official publication of the Association.

Section 3. All nominees shall provide a written statement of their qualifications for office including a biographical sketch and photograph for publication with the ballot.

- Section 4. A majority of those attending the annual General Business Meeting shall constitute elections.
- Section 5. Section and Round Table nominees may be listed with the nominations of the Association. Only one nominee is required for each office.
- Section 6. Members are afforded the opportunity to vote via online or paper ballots. When an online method is used a secure software system will be used that ensures the members can only vote once and ensures that voting is anonymous. Paper ballots are numbered.
- Section 7. The President appoints a committee of three Tellers who shall confer and verify the voting results. In the event of paper ballots, one teller shall meet with the Executive Secretary to witness and verify the opening and counting of the ballots. Upon completion of the vote tally, the Executive Secretary shall notify the President, First Vice-President/President-Elect, of the election results. The nominees shall be notified immediately of the election results. The results shall be reported to the membership before the conclusion of the Annual conference.

Article VII. Duties of Officers

- Section 1. President
- a. Presides at meetings of the Association and the Board of Directors.
 - b. Ensures the proper distribution of the agenda for all meetings of the Executive Committee, Board of Directors, and general membership meetings.
 - c. Appoints, with the advice of the Board of Directors, all committees and special appointments unless membership is otherwise designated.
 - d. Acts as ex-officio member of all committees except the Nominating Committee.
 - e. Directs the program of the Association and acts as the spokesperson for the Association.
 - f. Appoints special committees, as needed, to serve during their term of office. Appointments are subject to review by the Executive Committee.
 - g. Consults the Board of Directors for budget suggestions and chairs the Financial Planning and Development Committee.
 - h. Approves payment requests when necessary.
 - i. Co-ordinates the work of all officers, committees and Sections of the Association.
 - j. Assists the First Vice-President with arrangements for the conference.
 - k. Maintains Association records during the term. At the end of the term, the files are given to the incoming President. The files of the former President are deposited in an official archives collection designated by the Association.
- Section 2. First Vice-President
- a. In the absence of the President, assumes the duties of the President. If it becomes necessary for the First Vice-President to complete the unexpired term of the President, they may also serve their own term as President or relinquish the office.
 - b. Establishes, with the help of the Executive Committee, the time and place of the conference.

- c. Serves as Chair of the Conference Planning Committee.
- d. Serves on the Financial Planning and Development Committee.
- e. Serves on both the Continuing Education Committee and the Planning Committee ex officio.

Section 3. Second Vice-President

- a. Serves as Chair of the Membership Committee, monitoring tallies of membership in Sections and in Round Tables.
- b. Performs other duties as assigned by the President.
- c. Performs the duties of President in the absence of the President and First Vice-President.
- d. May assume the office of First Vice-President if the elected First Vice-President is unable to serve.
- e. May assume the office of First Vice-President if the First Vice-President has to become President during the unexpired term of the elected President. If the President who is filling the unexpired term does not wish or cannot serve their own term, the Second Vice-President, who has become First Vice-President, may become President.
- f. Annually update, distribute, and present the Officer Guide (guidelines for orienting Section/RT/Committee officers to informal procedures of the Association).
- g. Assists the First Vice-President with arrangements for the conference.

Section 4. Treasurer

- a. Works with the Executive Secretary to submit quarterly financial reports to the Board of Directors.
- b. Maintains reimbursement guidelines and manages requests along with the Executive Secretary and Executive Committee.
- c. Serves as a member of the Financial Planning and Development Committee and advises the Board of Directors regarding financial matters.
- d. Assists with the conference as needed at the request of the First Vice-President.

Section 5. Secretary

- a. Records the minutes of the Executive Committee, Board of Directors, and general membership meetings.
- b. Ensures the proper distribution of the minutes for all meetings of the Executive Committee, Board of Directors, and general membership meetings.
- c. The files of the former Secretary shall be deposited in the official Association archives collection.
- d. Assists with the conference as needed at the request of the First Vice-President.

Article VIII. Executive Committee

- Section 1. The Executive Committee shall be composed of the officers of the Association, the most recent Past President still residing in the state, and the Executive Secretary, who serves in an advisory capacity only.

- Section 2. The Executive Committee shall transact the business of the Association between meetings of the Association. Specific duties shall be to:
- a. Ensure that the Executive Secretary and other appropriate persons be sufficiently bonded.
 - b. Recommend to the President the appointment of Special Committees when necessary to carry out a specified task which does not fall within the responsibility of any Standing Committee.
 - c. Approves appointments of Standing Committees, Special Committees, and other appointments where approval is required.
 - d. Contracts with an association management firm to conduct the business of the Association.
 - e. Perform other duties as outlined in the SCLA Handbook.
 - f. Revise and maintain the SCLA Handbook as needed.
 - g. Establishes, with the help of the Executive Committee, the time and place of the conference.
- Section 3. Meetings of the Executive Committee shall be held quarterly, when called by the President, and when called by at least three members of the Executive Committee upon written notice to every member.
- Section 4. A majority of the voting members shall constitute a quorum for a meeting of the Executive Committee.
- Section 5. A vote of the Executive Committee may be taken by mail or electronically at the written request of the President. Such vote shall have the force and effect of a vote taken at a meeting.
- Section 6. Final authority for all actions listed in Article VIII, Section 2, shall be vested in the Executive Committee.

Article IX. Board of Directors

- Section 1. The Board of Directors shall be composed of:
- The Executive Committee
 - The Chair of each Section, Round Table, and Standing Committee or their designee
 - The editors of official Association publications
 - The American Library Association Councilor

Ex officio members without vote include:

- The Executive Secretary
- The Association of Public Library Administrators Representative
- The South Carolina Association of School Librarians Representative
- The Southeastern Library Association Representative
- The Friends of South Carolina Libraries Representative

- The Representative of the South Carolina Library Association to the South Carolina Association of School Librarians
- The Representative of the South Carolina Chapter of the Special Libraries Association
- A designee of the Special Library Section Chair as the Representative to the South Carolina Chapter of the Special Libraries Association
- Current SCLA sponsored Emerging Leader

Section 2. The Board of Directors shall have the power to:

- a. Act for the Association in intervals between meetings and to make arrangements for the annual meeting.
- b. Consider and develop plans for general work of the Association.
- c. Appoint, in case of vacancy in any office caused by resignation or otherwise, a member of the Association to fill the unexpired term, unless otherwise provided for in the Bylaws.
- d. Approve all encumbrances and expenditures of Association funds, except those stated in the Bylaws or previously authorized by a vote of membership, which may be approved for payment by the President.
- e. Provide for the publications as may be desirable for furthering the interests of the Association.
- f. Approve and make awards of recognition to noteworthy individuals based on outstanding achievements and/or contributions which have promoted the progress of the Association.
- g. Employ salaried persons and determine their duties.
- h. Appoint the editors of the official Association publications.
- i. Establish administrative guidelines and procedures for conducting day-to-day operations of the Association
- j. Review procedures of all committees as needed.

Section 3. The Board of Directors shall meet at least quarterly. The Board of Directors meeting in the first quarter of the Associational year shall be an Annual Planning Retreat which the officers of the Sections and Round Tables and all Committee members shall attend. Additional meetings may be held at the call of the President or upon the request of the Board.

Section 4. A majority of the Board of Directors shall constitute quorum.

Article X. American Library Association Councilor

Section 1. The ALA Councilor is elected by the entire membership of the Association. The Nominating Committee selects the candidate(s) who holds membership in the American Library Association. One candidate may be selected for inclusion on the Association’s slate of officers. If two or more candidates are selected, a separate ballot is prepared and provided to the membership.

Section 2. The ALA Councilor is elected for a three-year term, beginning immediately. In the event the ALA Councilor is unable to fulfill his/her term, the President appoints an individual who is a member of the ALA to serve until an election can be held to fill the unexpired term.

Section 3. Specific duties shall be to:

- a. Represent the South Carolina Library Association at Council meetings of the American Library Association. Travel is typically required.
- b. Consider questions submitted through ALA mailings and at Council meetings in the light of the best interest of the State as a whole. Reports controversial matters to the Board of Directors of SCLA immediately.
- c. Attend and participate in meetings of the Board of Directors of SCLA in order to represent the interest of the Association at ALA Council meetings.
- d. Report briefly at each SCLA Board of Directors meeting.
- e. Submit a typed annual report electronically to the Secretary of the Association and an oral report to the annual business meeting, if requested. The report covers the main subjects discussed by the Council and the action taken. Any decision affecting or requiring action taken by the South Carolina Library Association is to be fully reported.

Article XI. Executive Secretary

Section 1. The Executive Secretary shall be appointed under an annual (renewable) contract by the Executive Committee.

Section 2. The Executive Secretary shall serve the Association until the Executive Committee determines that services are no longer needed, or until the association management firm terminates the contract.

Section 3. The salary of the Executive Secretary shall be determined by the Executive Committee.

Section 4. The duties of the Executive Secretary shall be determined by the Executive Committee. They shall include responsibility for all monies of the Association, payment of bills, and management of membership lists. Further duties shall be outlined in the SCLA Handbook.

Section 5. The Executive Committee shall review annually, in Executive Session, the activities, duties, and responsibilities of the Executive Secretary.

Article XII. Sections

Section 1. Sections of the Association shall be:

- College and University
- Library Management
- Public Library
- Public Services
- Youth Services

- Technical Services

- Section 2. An outline of the officers, duties, and responsibilities of the Sections shall be included in the SCLA Handbook.
- Section 3. Each Section shall maintain membership of at least thirty members.
- Section 4. There may be subdivisions within the Sections to provide a forum for members with special interests. These groups shall be known as Interest Groups and shall exist at the discretion of the Sections.
- Section 5. Sections of the Association may be organized upon application to and approval of the Board of Directors. The application must include a petition signed by thirty members of the Association. Such organization will take place January 1 after approval by the Board of Directors. The Board of Directors will appoint an acting chair to serve until the next election.
- Section 6. Sections may adopt bylaws, provided they do not conflict with the Bylaws of the Association. These bylaws shall be submitted to the Association Bylaws and Procedures Committee for review and approval.
- Section 7. If the membership of a Section drop below thirty for two consecutive years, the Board of Directors has the option of voting to drop the Section or to work with the Section for a period up to two years to increase the section membership.
- Section 8. Each Section shall submit quarterly and annual reports on its activities, including a financial statement, to the Executive Committee.
- Section 9. Funds for the operating expenses of a section shall be provided in the annual Budget of the Association. Requests for additional funds should follow the Reimbursement Guidelines. All funds allocated to a Section shall be used for purposes within the scope of the Association's objectives.

Article XIII. Round Tables

- Section 1. Round Tables of the Association shall be:
- African American Concerns
 - Archives and Special Collections
 - Digitization of Cultural Heritage Materials
 - Government Documents
 - Information Literacy
 - Library Marketing and Outreach
 - New Members
 - Paraprofessional

- Section 2. Each Round Table shall represent a common interest not confined to a type of library or type of activity. Each Round Table shall maintain a membership of at least fifteen members.
- Section 3. A Round Table of the Association may be organized upon application to approval of the Board of Directors. The application must include a petition signed by fifteen members of the Association. Such organization will take place January 1 after approval by the Board of Directors. The Board of Directors will appoint an acting chair to serve until elections are held.
- Section 4. Round Tables may adopt bylaws provided they do not conflict with the Bylaws of the South Carolina Library Association. These bylaws shall be submitted to the Association Bylaws and Procedures Committee for review and approval.
- Section 5. If the membership of a Round Table drops below fifteen for two consecutive years, the Board of Directors has the option of voting to drop the Round Table or to work with the Round Table for a period up to two years to increase the round table membership.

Article XIV. Committees

- Section 1. The President, with the advice of the Board of Directors, shall appoint such committees as may be necessary to carry on the work of the Association and to define their duties. The President is an ex-officio officer of all committees except the Nominating Committee. Procedures of all committees are subject to review by the Board of Directors.
- Section 2. Appointments to a standing committee shall be for a period of one to three years in order to allow 1/3 of the membership to expire each year. The Standing Committees shall include:
- Advocacy
 - Archives and History
 - Awards
 - Bylaws and Procedures
 - Continuing Education
 - Financial Planning and Development
 - Intellectual Freedom
 - Library and Personnel Standards
 - Marketing
 - Membership
 - Planning
 - Scholarship for Diversity in Librarianship
- Section 3. Special Committees
- a. Appointments to a special committee shall be for a period of one year.
 - b. Special committees shall include the Nominating Committee, the Conference Program Committee, and other committees deemed advisable by the Board of Directors.

Article XV. Meetings

- Section 1. There shall be an annual meeting of the association with special meetings as called by the Executive Committee. Written notice shall be given to the membership at least thirty days prior to the meeting.
- Section 2. One third of the membership registered at an annual meeting shall constitute a quorum for the transaction of business.
- Section 3. A minimum of fifty members shall constitute a quorum for the transaction of business at a called meeting of the Association.

Article XVI. Affiliations

- Section 1. The South Carolina Library Association shall be a contributing member of the American Library Association. The Association shall be affiliated with the American Library Association as a Chapter, and shall elect one of its members to serve as American Library Association Councilor for a term in accordance with the requirements of the American Library Association.
- Section 2. The South Carolina Library Association shall be a member of the Southeastern Library Association and shall appoint one of its members to serve as South Carolina Representative on the Southeastern Library Association Board for a term in accordance with the requirements of the Southeastern Library Association.
- Section 3. The South Carolina Library Association shall be a member of the South Carolina Association of School Librarians. The President shall appoint a member to serve as the South Carolina Library Association representative on the South Carolina Association of School Librarians' Board for a term in accordance with the requirements of the South Carolina Association of School Librarians. South Carolina Library Association shall budget for sending its elected representative to the South Carolina Association of School Librarians annual meeting.

Article XVII. Amendments

- Section 1. All proposals for amending these Bylaws shall be submitted to the Board of Directors, which shall establish procedures for consideration of each proposal.
- Section 2. Notice of proposed amendments shall be distributed to all voting members at least thirty (30) days prior to the vote at a Membership meeting or deadline to vote online or for return of paper ballots, in accordance with the provision of Article VI, Section 5.
- Section 3. The bylaws may be amended at a Membership meeting by the affirmative two-thirds vote of the members present and voting; or, through a vote in an election, by two-thirds of the voting members responding, provided that at least 10% of the Voting members vote online or return their paper ballots.

Section 4. Upon adoption of any amendments to the Bylaws, they shall be published in the next issue of one of the Association's official publications.

Article XVIII. Parliamentary Authority

Robert's Rules of Order, in the latest revision, shall be the governing authority in matters not specifically covered by the Bylaws.

Article XIX. Dissolution

In event of dissolution, the assets of this Association shall be distributed to one or more organizations exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code.

Revision History

July 2016 Changes

- Revised overall format of document.
- Constitution and Bylaws integrated and separated from the Handbook.
- Revised officer duties under Article VII.
- Executive Board renamed to Board of Directors and revised list of composition of Board of Directors.
- The Constitution, Bylaws, and Handbook Revision Committee renamed Bylaws and Procedures Committee.

March 2016 Changes

- Updated dues section to reflect most recent bylaws changes passed in 2014 regarding fees.
- Addition of Emerging Leader role on Executive Board.
- Updated reimbursement policy to reflect most recent bylaws changes passed in 2014.
- Updated New Members Round Table membership guidelines Revised Committees section to reflect merge of Editorial and Publicity Committees as the Marketing Committee.
- Parliamentary procedure changed throughout to reflect move from Sturgis to Robert's Rules of Order .

2012 Changes

- Revised history section with newest conference locations and Presidents.
- Updated dues section to reflect most recent bylaws changes passed in 2011 regarding paraprofessionals and joint ALA memberships.
- Revised section of bylaws regarding calendar year changes passed in 2011. Deletion of Health Sciences Roundtable and their bylaws per their dissolution.
- Updated duties of Executive Secretary to delete ASCII format, addition of PDF/DOC formats for SCLA Handbook.
- Changed all instances of Bibliographic Instruction Interest Group to the Information Literacy Round Table.
- Change all instances of Library Administration Section to Library Management Section.
- Addition of Gay, Lesbian, Bisexual, and Transgendered Round Table.
- Addition of Digitization of Cultural Heritage Materials Round Table.
- Addition of Document Retention, Conflict of Interest, and Whistleblower Policies.
- Addition of Conference Planning Handbook.

2003 Changes

- PROPOSED CHANGES TO THE CONSTITUTION, BYLAWS AND HANDBOOK HANDBOOK, SECTION I. INTRODUCTION Scope: Change paragraph to read "The South Carolina Library Association Handbook (SCLAHB), fifth edition, 2003 includes the Constitution and the Bylaws, which are approved by the general membership. It also includes administrative procedures and guidelines approved by the Executive Board, and the bylaws of Sections and Round Tables approved by the membership of those Sections and Round Tables."

- Organization: retitle Section IV. as “Administrative Guidelines and Procedures” and V. as “Officers, Executive Secretary, Committees, Sections, and Round Tables”
- Revision and Coordination: Revise second sentence to read “All updated materials are made available after the Annual Conference by the Executive Secretary to all current members.”
- Revise #4 to read “Items approved by the Executive Board that affect the Association Constitution and Bylaws are submitted to the membership for approval at the Annual Conference.”
- Create new #5 to read “Items approved by the Executive Board that affect other sections of the SCLAHB 82 are submitted to the membership at the Annual Conference for information and inclusion in the SCLAHB.”
- Definitions: Delete entire section.
- CONSTITUTION (HANDBOOK, SECTION III) Article V Executive Board: add first under "Ex-officio members without vote: " the Executive Secretary".
- BYLAWS (HANDBOOK, SECTION III) Change duty G. from "To employ salaried persons" to "To employ salaried persons and determine their duties." in Bylaws Article IV. Executive Board, Section 2. Powers and Duties.55 Add a new duty "I." that reads "Establishes administrative guidelines and procedures for conducting day-to-day operations of the Association." in Bylaws Article IV. Executive Board, Section 2. Powers and Duties. Add a new duty "J." that reads "Reviews procedures of all committees as needed." in Bylaws Article IV. Executive Board, Section 2. Powers and Duties; this would echo the Executive Board duty listed in Article V. Committees, Section 1. Add the Scholarship for Diversity Committee to Bylaws Article V. Committees, Section 2. Standing Committees as "m." Change Bylaws Article V. Committees, Section 3. Special Committees, b. to read “Special committees shall include the Nominating Committee, the Conference Program Committee, and other committees deemed advisable by the Executive Board.” Change current wording in Article VI. Sections, Section 4 and Article VII. Round Tables, Section 3 to "... provided they do not conflict with the Constitution and Bylaws of the South Carolina Library Association." Change the title of Article VIII. Meetings and Quorum, Section 5 from “Votes by Mail” to “Votes by Mail and Electronic Mail” and add the following three sentences to the end of Section: “The Board may vote using e-mail when time is an issue. That vote should be ratified at the next regular Board meeting. Such email votes shall be conducted under the same requirements as votes at meetings.”
- HANDBOOK SECTION V. Add Scholarship and Diversity Committee; spell out RAAC [Round Table for African-American Concerns] in first paragraph; delete “Proposed” in B.; capitalize University in third sentence of B.1.
- HANDBOOK MISC. Change title to note that this version is the Fifth Edition, 2003. Move Section and Round Table bylaws to Section V. under appropriate Section or Round Table. (Model bylaws stay in Section IV.)56