
New England Library Association
Bylaws



Revised, Updated & Approved 9/18/2020

Article I: NAME

The name of this corporation shall be the New England Library Association.

Article II: MISSION AND VISION

Section 1.

The New England Library Association empowers, educates, connects, and supports New England library staff.

Section 2.

The New England Library Association is a vital resource for the creation and enrichment of diverse, dynamic library professional networks throughout New England.

Article III: YEAR

The fiscal year of the Association shall extend from January 1 through December 31.

Article IV: MEMBERSHIP

Section 1.

Any person interested in the work of the Association may become a member of the Association.

Section 2.

The Executive Board may, or upon petition of twenty-five members shall, present to the membership a proposed dues schedule to be voted into effect for the forthcoming year and continue in effect until changed by a subsequent vote. If the membership fails to approve the new schedule, the schedule in effect at the time of the vote shall continue.

Section 3.

Annual dues shall be due and payable when the previous year's membership has expired.

Article V: OFFICERS

Section 1.

The Officers shall be a president, a vice-president/president-elect, a past-president, a secretary, a treasurer, and two members-at-large. The duties of the officers shall be those which pertain to their offices, as outlined in the Policies and Procedures Manual.

Section 2.

All Officers shall be elected by the Association for terms beginning with the adjournment of the Annual Meeting of the Association. The elected Vice-President serves three years, first as Vice-President, then President, then Past President. The Secretary, Treasurer, and Members-at-Large each serve staggered two-year terms.

Section 3.

A Library Association Administrator shall be retained by the Executive Board. If the Library Association Administrator is a resident of Massachusetts s/he shall serve as Resident Agent of the Corporation; if not, the NELA President shall name a member of the Executive Board who resides in Massachusetts to serve as Resident Agent.

Section 4.

In the case of the vacancy of any office, the Executive Board shall appoint a person to serve for the unexpired term of that office. An Officer who does not attend three (3) regularly scheduled Executive Board or Administrative Committee Meetings can be removed from their position. An Officer may also be removed for cause by a two-thirds vote of the Board present and voting.

Article VI: EXECUTIVE BOARD

Section 1.

There shall be an Executive Board comprised of the Officers, one representative from each of the six New England State Library Associations or agencies, a representative from each of the NELA sections, and Chairs of the Standing Committees. Executive Board members must be personal members of the Association.

Section 2.

The Executive Board shall have general supervision of the activities of the Association.

Section 3.

The Executive Board shall have six yearly scheduled meetings and an Annual Meeting with the full membership. Meetings may be cancelled or held remotely as necessary. The Executive Board will meet no fewer than four times annually.

Section 4.

The President may call a Special meeting of the Executive Board with 10 days notice. The purpose of any meetings shall be included in the call. Special meetings may be held remotely.

Section 5.

The Officers of the Association shall constitute the Administrative Committee, which shall act for the Association between meetings of the Executive Board.

Section 6.

The Executive Board will ensure an examination of all accounts of the Association to be made annually by a Certified Public Accountant. The level of this examination shall be determined by the Executive Board Administrative Committee upon recommendation of the Finance Committee

Section 7.

A simple majority of voting members shall constitute a quorum for the Executive Board. A quorum is required to vote. Voting members include all officers, section chairs, six state representatives, and standing committee chairs. Each committee and section will get one vote. Emeritus members and special appointments do not have voting privileges. The Executive Board reserves the right to conduct electronic votes under extenuating circumstances and/or on time sensitive matters.

Section 8.

Vacancies on the Executive Board shall be filled during the year by appointment of the President, with approval of the Board, for the remainder of the unexpired term. A Board member who does not attend two (2) regularly scheduled meetings can be removed from the Board. A member may also be removed for cause by a two-thirds vote of the Board present and voting.

Section 9.

All members of the Executive Board, elected and appointed, shall submit a report before each regularly scheduled meeting of the Executive Board, including the Annual Meeting.

Article VII: TERM LIMITS

No Officer or Executive Board member shall serve more than six (6) consecutive years on the Board, elected or appointed. A period of at least one year must pass from the end of an individual's sixth year before an individual is eligible for appointment or nomination.

Extensions shall be made for Executive Board members solicited by the Nominating Committee, with Executive Board approval.

Article VIII: GENERAL MEMBERSHIP MEETINGS

Section 1.

An annual meeting shall be held at a time and place to be determined by the Executive Board.

Section 2.

Special meetings may be called by the Executive Board or shall be called upon written request of 25 members of the Association.

Section 3.

The purpose of any meetings shall be included in the call; at least 30 days' notice shall be given.

Section 4.

Forty members entitled to vote shall constitute a quorum.

Article IX: NOMINATIONS AND ELECTIONS

Section 1. Nominations.

a. Candidates for elected offices are nominated by the Nominating Committee, or by members of the Association through petition. Candidates nominated through petition must submit 25 signatures from NELA members to the Nominating Committee by May 1. All candidates must be a personal NELA member at the time of their nomination and throughout their terms of office.

b. The Nominating Committee consist of six state representatives to the Executive Board and the Past-President, who shall serve as Chair. If the latter cannot serve, the President shall appoint a chair not later than January 1 of each year.

Section 2. Elections

The ballot shall be issued by the most efficient and comprehensive means to the NELA membership by June 15th. Any ballots cast later than July 15th are void. NELA members shall be informed of the results of the election prior to the Annual Meeting.

Article X: COMMITTEES

Section 1. Standing Committees

The incoming President, with approval of the Executive Board, shall select for one-year terms each, the chair of all standing committees except the Conference Planning Committee, Finance Committee, Nominating Committee, and the Personnel Committee. Each Committee Chair will be responsible for selecting members to serve on their committee. Chairs and committee members must be personal members of the Association.

There shall be the following standing committees with the purposes and objectives indicated:

a. Conference Planning Committee - To plan the program for the Association's Annual Conference. The newly elected Vice-President, with the approval of the Executive Board, shall appoint one person to serve a two-year term as Conference Committee co-chair. The Conference Committee shall consist of two co-chairs, the Vice-President, President, Past President, Treasurer, Volunteer Coordinator, and one member of each active section.

b. Educational Assistance Committee - To administer the programs of the educational assistance endeavors of the Association, with the approval of the Executive Board. Educational assistance funds, held by the Treasurer, shall be managed by this Committee with the approval of the Finance Committee.

c. Finance Committee - To make recommendations to the Executive Board regarding the budget, applications for expenditures of funds, and other financial matters. It shall be composed of the

President, Vice-President, Treasurer, Library Association Administrator, and two members elected from the Executive Board.

d. Governance Committee - To formulate, recommend, and institute changes to the Bylaws and Policy and Procedures Manual and to ensure the Association follows Robert's Rules of Order.

e. Intellectual Freedom Committee – To promote awareness of intellectual freedom issues and to provide support to the New England library community in upholding the principles of intellectual freedom.

f. Membership Committee – To enlist a large and active membership in the New England Library Association.

g. New England Library Leadership Symposium (NELLS) - To plan the New England Library Leadership Symposium and other leadership development programs as designated by the Board.

h. Personnel Committee - To recruit, hire, and manage NELA employees, conduct their annual review, and the budgeting of personnel costs. The members of this committee shall be the President, Vice President, a Member-at-large, and Treasurer.

i. Public Relations Committee - To promote the purpose and objectives of the Association.

j. Volunteer Coordinator - To coordinate the volunteer needs of all sections and committees.

Section 2. Special Committees and Appointments

Special committees and appointments may be created at the discretion of the President, subject to approval by the Executive Board. The President may appoint up to three members to serve a one year term as emeritus members of the Executive Board. Emeritus appointees must be former Executive Board members. Emeritus appointees may be reappointed. A period of at least one year must pass from the end of an individual's sixth year before an individual is eligible for appointment as an emeritus member.

Article XI: SECTIONS

Section 1.

Personal members of the Association engaged in the same general field of activity or having special interests in common may organize sections of the Association upon approval of petitions to the Executive Board.

Section 2.

A petition for a section shall state the purpose of and need for the proposed section and be signed by not fewer than ten members who thereby signify their intention of becoming charter members of the section.

Section 3.

Personal membership in the Association is a prerequisite to sectional membership.

Section 4.

A section shall file with the Library Association Administrator the names of all officers and the name and address of the member named to serve on the NELA Executive Board immediately following the filling of these positions.

Section 5.

A section may adopt bylaws not in conflict with those of the Association and shall file a copy of its bylaws and amendments thereto with the Library Association Administrator and the Governance Chair. Section Bylaws must be approved by the NELA Executive Board.

Section 6.

A section may seek funding for its activities from the Executive Board.

Section 7.

If a section chair is unable to fulfill their duties and no replacement is available from the section membership, the NELA President will appoint a temporary section chair for the remainder of the term.

Section 8.

A section may be dissolved by vote of its membership or by vote of the Executive Board at any two consecutive annual meetings.

Section 9.

Personal members of the Association sharing special interests in common, where there is no existing section representing those special interests, may organize as a Special Interest Group (SIG) of the Association upon approval of a petition to the Executive Board. A petition for a special interest group shall state the purpose of and need for the proposed special interest group and be signed by not fewer than five members who thereby signify their intention of becoming charter members of the special interest group. The Executive Board will respond with the Procedure for creating Special Interest Groups.

Article XII: AFFILIATION WITH ASSOCIATIONS

The Association may affiliate with other associations by a vote of the majority of the members present at any Annual Meeting of the Association.

Article XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

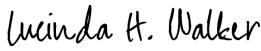
Article XIV: AMENDMENTS

These bylaws may be amended at any meeting of the Association by affirmative votes by two-thirds of those voting. The amendment must be submitted in writing to the Executive Board no later than 60 days and to the membership no later than 30 days before the meeting. These bylaws may also be amended by mail ballot or electronic ballot with a two-thirds vote. Mail ballots or electronic ballots must be sent to the membership no later than 30 days prior to the deadline for return.

Article XV: DISSOLUTION

In the event that the Association ceases existence, all monies and other assets which remain after liabilities have been satisfied will be divided among the existing New England state library associations, for their unrestricted use. The percentage received by the Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, or Vermont Library Association will be based on the percentage of Association members from the respective state at the date of dissolution.

(last amended September 2020)

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Secretary

7/22/2021