

# THE MASSACHUSETTS LIBRARY ASSOCIATION BYLAWS

## ARTICLE I

The name of this corporation is the Massachusetts Library Association.

## ARTICLE II

### Vision, Mission and Object

The Vision of the Association shall be:

The Massachusetts Library Association shall be the recognized leader of the library profession in Massachusetts.

The Mission of the Association shall be:

The Massachusetts Library Association advocates for and empowers the Massachusetts library community by providing leadership, legislative advocacy, professional development, networking opportunities, and by defending intellectual freedom.

The Object of the Association is:

To insure that every person in the Commonwealth has reasonable access to library resources and services of the widest scope and highest quality through academic, special, institutional, public, school and other library and media centers;

To uphold the rights, promote the responsibilities and encourage the professional development of the Commonwealth's media specialists and librarians, and;

To safeguard the rights of library users, libraries and librarians in matters touching upon intellectual freedom and censorship in accordance with the First Amendment to the Constitution of the United States and the Library Bill of Rights.

## ARTICLE III

### Members

Section 1. Any person, library or other organization interested in the work of the Association may become a member of the Association.

Section 2. Any individual may become a personal Member by payment of annual dues and shall be entitled to vote, to hold office, to serve on committees, and to receive all publications and appropriate mailing of the Association.

Section 3. The Association may, at any business meeting, designate individuals deemed to have made outstanding contributions to the Association or to the profession as honorary members. Honorary members shall be Personal Members, dues-free, for life.

Section 4. Any institution or other organization may become an Institutional Member upon payment of annual dues and shall be entitled to all benefits and privileges consistent with the level of membership, as voted by the Executive Board.

Section 5. The Executive Board may, or upon petition of twenty-five members shall, present to the membership at any annual meeting a proposed dues schedule to be voted into effect for the forthcoming year by a two-thirds vote, provided that a copy of the proposed schedule has been sent to each member with the Call of the Meeting. If the membership fails to act upon the schedule at any given annual meeting, the schedule in effect at that time shall continue in effect until changed by action of a subsequent annual meeting.

Section 6. Members whose dues are unpaid after their anniversary date shall be dropped from membership. Lapsed members will be reinstated upon payment of dues.

Section 7. The membership year shall run for 12 months from the anniversary date.

#### ARTICLE IV

##### Officers

Section 1. The officers of the Association shall be a President, a Vice-President/President-Elect, a Recording Secretary, and a Treasurer, and the Past President.

Section 2. The President and the Vice-President/President-Elect shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the Association.

Section 3. The duty of the Recording Secretary shall be to keep the minutes of the meetings of the Association and of the Executive Board.

Section 4. The Treasurer shall control all funds of the Association and shall make disbursements as authorized by the Executive Board. The Treasurer shall collaborate with the Finance Committee in preparing and presenting an Association budget. The Treasurer shall serve on the Finance Committee for the two years of their term, and one additional year as an advisor.

Section 5. In the case of a vacancy in any office, the Executive Board may appoint a person to serve for the unexpired term of that office. No person shall be elected to the same office for more than two consecutive terms.

Section 6. Officers will present reports at the Annual Meeting. After the close of the fiscal year, officers will submit an annual report in writing to the President. Reports will be distributed to members after July 1.

ARTICLE V  
Elections

Section 1. Annually, the Nominating Committee shall be composed of the Past President as of July 1 and two other personal members appointed by the President with the approval of the Executive Board at its October meeting. Any members of the Nominating Committee may serve as Chairperson. Appointments shall be made with consideration given, insofar as possible, to obtaining representation from differing types of libraries, geographical areas and levels of experience. Notice of the names of the Nominating Committee, along with a request for suggestions for nominees, shall be sent to the membership by October 31.

Section 2. The Nominating Committee shall name one or more candidates for each of the following elective offices: Vice-President/President-Elect and Secretary (ballot voted in on even years); Vice-President/President-Elect and Treasurer (ballot voted in on odd years). The Committee shall report the names of all candidates to the Executive Board not later than its meeting in December and to the membership not later than January 31.

Section 3. Two or more candidates for ALA Councilor shall be nominated by the Nominating Committee, and one shall be elected every three years in accordance with ALA bylaws. In case of a vacancy, the Executive Board may appoint a replacement until the next election.

Section 4. Any member may present the Executive Board a petition signed by 25 or more members proposing additional nominations for any office of the Association, or for ALA Councilor according to the ALA bylaws. Nominations presented by petition shall be submitted in writing to the Executive Board not later than the February Executive Board meeting and to the voting membership by March 31.

Section 5. All officers shall be elected by plurality ballot for a two-year term or until their successors are elected; their term of office shall begin July 1.

Section 6. The Association Manager shall deliver a copy of the ballot, using procedures approved by the Executive Board to each voting member by March 31. In order to be valid, ballots must be received by the Committee by the date indicated on the ballot before the annual meeting, and the tabulations included in the Committee on Elections Annual Report and reported to membership using procedures approved by the Executive Board. In case of a tie vote for any office, an election will be held at the annual meeting among the tied candidates. New officers shall be announced at the annual meeting.

Section 7. The President will appoint a representative to the New England Library Association (NELA) with duties to be assumed at the convening of the NELA Annual Conference.

Section 8. The President may appoint an Archivist with the approval of the Administrative Committee.

ARTICLE VI  
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 President with the approval of the Executive Board or shall be called upon written request of 25 members of the Association.

Section 3. The purpose of any meeting shall be included in the call; at least 30 days' notice shall be given.

Section 4. Fifty members entitled to vote shall constitute a quorum.

ARTICLE VII  
The Executive Board

Section 1. The officers of the Association, the Chairpersons of Sections, the ALA Councilor, and the Chairpersons of Standing Committees, except the Nominating Committee shall be voting members of the Executive Board. Non-voting members shall be a representative of the Massachusetts Board of Library Commissioners (MBLC), a representative of the Massachusetts Library System (MLS), a representative of the Massachusetts School Library Association (MSLA), and the Association Manager. Members of the Executive Board must be personal members of the Association. Each section or committee may have only one vote.

Section 2. The Executive Board shall have full power and authority over the affairs of the Association between its meetings, shall make recommendations to the Association, and shall perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with motions taken by the Association. Following the election of new officers, the incoming Executive Board will review the Mission Statement and goals and revise as appropriate.

Section 3. The President shall call regular meetings of the Executive Board. Special meetings can be called by the President and shall be called upon the written request of three members of the Board. In each case the President shall send to each member of the Board before the meeting an agenda of the matters to be discussed.

Section 4. Meetings by Telephone, telecommunications or other media: Meetings by means of conference telephone or similar media by which all persons participating in the meeting are able to hear each other at the same time may be considered. Such participation shall constitute presence in person at such meeting.

Section 5. Action Without a Meeting: Any action required or permitted to be taken at any board meeting may be taken without a meeting if a consent in writing, setting forth the action as taken, shall be signed by all of the voting members with respect to such subject matter at the time of the actual vote if the vote is conducted by fax or at the time of the next board meeting if the vote is conducted by email or telephone. Such consent shall have the same force and effect as a vote of the Executive Board.

ARTICLE VIII  
Association Staff

Section 1. The Executive Board may employ staff as at will employees, as required to run the operations of the Association.

ARTICLE IX  
Committees

Section 1. The President, as Chairperson, and officers shall constitute the Committee on Administration together with such additional members as may be appointed by the forgoing. The Committee shall exercise general supervision over the publications of the Association and prepare an annual budget for adoption by the Executive Board.

Section 2. The Personnel and Education Committee shall study and evaluate problems and assist in the formulation of programs relating to education for librarianship; shall promote librarianship as a career; shall stimulate continuing education of members; and shall present annually to the Executive Board a list of scholarship grants and loans. Additionally, this Committee shall study, promote awareness of, and make recommendations to the Executive Board on all personnel issues affecting the membership. These shall include librarians' professional rights and responsibilities, working conditions for library employees, affirmative action and other related employment practices.

Section 3. The Intellectual Freedom and Social Responsibilities Committee shall study, promote awareness of and make recommendations to the Executive Board on all matters relating to intellectual freedom and censorship for the purpose of protecting the rights of library users, libraries and librarians in accordance with the First Amendment. The Committee will draw attention to human rights issues and social inequity, as social responsibility is a core value of librarianship. The IF/SR Committee will help establish progressive priorities within MLA and the Commonwealth of Massachusetts, conduct programs to educate and inform our library colleagues and the public about social issues, and promote diversity in all aspects of librarianship and library service in the Commonwealth.

Section 4. The Jordan Miller Fund Committee (formerly known as the Round Table of Children's Librarians of the Massachusetts Library Association) shall act to

expend - a sum annually for storytelling as specified in the will of Mrs. Bertha Miller in establishing "The Alice M. Jordan Memorial Fund."

Section 5. The Legislative Committee shall study and keep the Association informed of the legislative aspect of library affairs. Any legislation contemplated by the Association of any proposed state or federal legislation affecting libraries shall be reviewed by the Committee which shall make recommendations to the Executive Board. The Committee shall see that public hearings and other meetings of a legislative nature in Massachusetts are attended and reported to the Executive Board.

Section 6. The Membership Committee shall seek to enlist a large and active membership in the Association from all types of libraries.

Section 7. The Conference Committee shall be responsible for program plans and presentation of same, at least two months before each meeting of the Association, for Executive Board approval. It shall act as host for all Association meetings.

Section 8. The Public Relations Committee, through the utilization of all types of media, shall promote public awareness of libraries and of the profession and shall communicate the goals, services and programs of the Association. It shall present to the Executive Board for approval the ways and means best to effect this change. The Public Relations Committee shall develop for Executive Board approval and dissemination to Committees press relations protocols, shall administer and oversee the biennial Public Relations Awards, shall administer and oversee the biennial Hall of Fame awards, and shall handle any additional awards, promotions or initiatives as approved by the Executive Board.

Section 9. The President-Elect, prior to June 1 of the year in which he/she assumes the duties of President, shall appoint the chairpersons of all standing committees for a one-year term to begin July 1; the Committee on Administration shall serve for staggered two-year terms.

Section 10. Special committees may be appointed by the President, with the approval of the Administrative Committee.

Section 11. Members of all committees shall be personal members of the Association and shall be selected, insofar as possible, for differing types of libraries and geographical areas and from members having differing levels of experience. The President and the Vice-President/President-Elect shall be ex-officio members of all committees except the Nominating Committee.

Section 12. The Chairpersons of all committees shall report to the Executive Board. Each Committee Chairperson shall submit an annual report, in writing, to the President by June 15. Reports will be distributed to members after July 1.

Section 13. Committees may not raise or disburse funds without prior approval of the Executive Committee.

Section 14. The Finance Committee shall have oversight of Association financial concerns. This committee shall have two primary concerns, but will not be limited to these:

- a. The Association Budget – The Finance Committee shall collaborate with the Treasurer to create a budget to present to the Administrative Board.
- b. Association Investments – The Finance Committee shall study and make recommendations to the Executive Board on issues affecting the investment of Association funds.

Section 14.1. The Finance Committee shall consist of: President, Vice President/President Elect, Treasurer, and up to three members at large. Members at large shall be appointed by the President and serve a three year term. The Past President shall serve as an ex-officio member of the Finance Committee. The Vice President/President Elect shall serve as the chair of the Finance Committee. The immediate past treasurer shall serve as an advisor for one year.

Section 14.2. The Finance Committee shall meet at least twice per year.

## ARTICLE X Sections

Section 1. Twenty-five or more members of the Association having similar interests in common may organize into a Section of the Association upon approval by the membership of a petition presented to any annual meeting.

Section 2. Said petition must state the purpose of and need for the proposed section, and must be presented to the Executive Board at least 60 days before it is submitted to an annual meeting to allow the Board to prepare a recommendation.

Section 3. Members of any section must also be personal members of the Association.

Section 4. Sections may charge dues, limit their own membership, issue publications and carry on activities consistent with their own interests. All Section funds, regardless of source, shall be in the custody of the MLA Treasurer and shall be disbursed by the Treasurer as directed by the Executive Board upon the recommendation of the Section officers. All Section Chairs shall serve as voting members of the Executive Board.

Section 5. If the number of members of any Section shall fall below 25 for three consecutive years, the Section may be disbanded by majority vote of the Association at any subsequent business meeting. Any Section funds shall be transferred to the General Fund of the Association.

Section 6. Each Section Chairperson shall submit an Annual Report, in writing, to the President by June 15. Reports will be distributed to the members after July 1.

## ARTICLE XI

### Affiliation with Other Associations

Section 1. The Association may formally affiliate with other associations by majority vote at any annual meeting of those present and voting. The Executive Board may pursue and initiate informal partnerships that further or support the Association's strategic plan.

Section 2. The Association will provide its publications, minutes and reports to other library-related associations within Massachusetts (e.g. Massachusetts Library Trustee Association) and to the New England Library Association and will maintain such associations on its mailing list. The Association will accept publications, minutes, and reports from such associations and will maintain a file of these documents in a place to be determined by the Association President.

## ARTICLE XII

### 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 XIII

### Amendment of Bylaws

These bylaws can be amended at any meeting of the Association by a two-thirds vote provided that the amendment has been submitted in writing to the Executive Board not later than 60 days and to the membership not later than 30 days before the meeting.

## ARTICLE XIV

### Association Year

The Association's fiscal/administrative year shall begin on July 1 and end on June 30 of the following year.

Revised May 1995; April 1996; March 26, 1997; May 11, 2005; May 4, 2007; April 29, 2011; May 8, 2014; May 6, 2015; May 18, 2016; May 23, 2018; June 11, 2020.