

## **The Florida Association of College and Research Libraries Bylaws**

### **Article 1: Name**

The name of this organization shall be: Florida Association of College and Research Libraries, a Chapter of the Association of College and Research Libraries.

### **Article 2: Objectives**

The Chapter shall provide opportunities for professional growth and communication among academic and research librarians in Florida. This includes all types of academic librarians at public and private colleges and universities, as well as comprehensive and specialized research libraries. In the broadest sense, the Chapter has as its mission the enhancement of library service to the academic and research communities. Within this field, the Chapter shall foster research, promote the development of appropriate standards, disseminate information, and provide a forum for the discussion of common problems. This Chapter shall promote ACRL membership and visibility.

### **Article 3: Affiliation**

This organization is an affiliate of the Association of College and Research Libraries. It is subject to Article IV (Chapters) of the *ACRL Constitution and Bylaws* and the *Guidelines for ACRL Chapters*.

### **Article 4: FACRL Chapter Membership**

**Sec. 1 ACRL Members:** Membership is automatically granted to personal members of the Association of College and Research Libraries who reside in Florida.

**Sec. 2. Non-ACRL Members:** Individuals residing in Florida may become members of FACRL by paying annual membership dues.

**Sec. 2 Dues, Rights and Privileges:** The need for implementing membership dues shall be assessed annually. Implementation of new dues or changes to existing dues must be approved by the Board of Directors. The membership year shall be one year from date of registration. Only FACRL members shall be eligible to hold elective office or committee appointment. All Chapter members shall be eligible to vote. The president and vice president must be current members of ALA/ACRL.

### **Article 5: Elected Officers, Terms of Office, and Duties**

**Sec. 1 Officers:** The elected officers of the Chapter shall be president, a vice-president/president-elect; a secretary; a treasurer, and a communications manager.

**Sec. 2 Terms:** All officers shall serve for two years with the exception of the president-elect and treasurer whose terms shall be three years. The secretary may be reappointed by the President for two years. The term of office for officers shall be the period beginning with the adjournment of the annual Florida Library Association conference and ending with the adjournment of the succeeding annual conference.

**Sec. 3 Duties:** The duties of the officers shall be those which normally pertain to those officers and any other duties specified in the Bylaws.

- (a) **President:** The President is the chief executive officer of the Chapter and shall preside over all official business meetings of the Chapter and the Board of Directors. The president shall serve as the ALA/ACRL Chapter representative.
- (b) **Vice-President/President-Elect:** The President-elect shall serve for the first year after election as vice-president, the second year as president, and the third year as immediate past-president and as Chairperson of the Nominating Committee. The president-elect, or his/her designee, serves as the annual program chairperson, with the responsibilities of planning and overseeing the Chapter's fall program to be held during the presidential term the following year. The president-elect, or his/her designee's, responsibilities include communicating and coordinating with the Florida Library Association Annual Conference Planning Committee. The vice-president/president-elect shall assume the duties of the president in his/her absence or should a vacancy occur in that office.
- (c) **Secretary:** The secretary shall record the proceedings of all business meetings of the Chapter. The secretary shall maintain the Chapter's archives.
- (d) **Treasurer:** The treasurer shall be responsible for handling the Chapter's funds, including membership dues, the registration process for the annual fall program, keeping itemized records of receipts and expenditures, and other associated activities. The Treasurer shall also serve as a member of the annual fall program planning committee.
- (e) **Communications Manager:** The communications manager shall be responsible for maintaining the Chapter's web site(s), social media, listserv, and Chapter publications. The communications manager will serve on the Membership Committee as an ex-officio member.

**Sec. 4 Mid-term Vacancies:** A mid-term vacancy in any office may be filled by an appointment made by the Board of Directors.

## **Article 6: Board of Directors**

**Sec. 1 Composition:** The Board of Directors shall consist of the officers, the past president, and six regional representatives elected by the Chapter not to exceed a total of twelve members. The Board shall seek to have representation from northern, southern, and central regions of Florida, as well as from various types of academic libraries. All members of the Board of Directors shall be voting members. An ACRL Legislative Network Representative shall be selected from the Board of Directors.

**Sec. 2 Terms:** Members of the Board of Directors shall begin and end their terms with the adjournment of the annual Florida Library Association conference. A Board member may be elected to serve up to two consecutive terms. If a Board member is elected Vice President/President-Elect, the term limit may be extended until the presidential cycle (including the year as immediate Past President) is complete. The term for the ACRL Legislative Network Representative is specified in Article 12, Sec.2.

**Sec. 3 Powers and duties:** The Board of Directors shall have general oversight and direction over the affairs of the Chapter. It shall have authority to make decisions for the Chapter during the periods between meetings.

**Sec. 4 Meetings:** The Board of Directors shall meet in conjunction with each meeting of the Chapter. Special meetings may be called by the President.

**Sec. 5 Quorum:** A quorum for the Board shall be at least one-half of the members.

**Sec. 6 Removal from the Board of Directors:** Any member of the Board of Directors who ceases to meet the qualifications for Board member is no longer eligible to serve on the Board. The individual must resign from the Board, or be terminated as a Board member by action of a quorum of the Board. Any member who fails to perform the functions of a Board member, including failure to attend at least one (1) Board meeting a year, may be removed from the Board by action of a quorum of the Board. The corresponding vacancy may be filled by an appointment made by the Board of Directors.

**Sec. 7 Mid-term Vacancies:** A mid-term vacancy of any Board Member may be filled by an appointment made by the Board of Directors.

## **Article 7: Committees**

**Sec. 1 Standing Committees:** May be established by the Board of Directors. The name, purpose, and size of the committee shall be specified at the time it is established. The chairperson and other members of each committee will be named by the Board of Directors.

**Sec. 2 Ad Hoc Committees:** May be established by the President of the Chapter as needed.

**Sec. 3 Discontinuance:** Any committee may be discontinued or declared inactive by the Board of Directors.

## **Article 8: Nominations and Elections**

### **Sec. 1 Nominating Committee**

- (a) The President shall appoint a three-person Nominating Committee. The Past President shall be chairperson of the Nominating Committee, and be counted as one of the three members.
- (b) The Nominating Committee shall nominate at least one candidate from among all Chapter members in good standing for each Board Member position that is open.
- (c) The Nominating Committee shall make a general solicitation of nominations at least one month prior to the vote.
- (d) Any member of the Chapter may nominate a candidate for any Board member position that is open. Self-nominations are encouraged.
- (e) No person shall be nominated by the committee or by the membership whose consent has not been obtained.

**Sec. 2 Election:** The election by online member balloting shall occur at least one month prior to the spring Board meeting. A majority of the votes cast shall be necessary to constitute an election for each office. When no one candidate has a majority of the votes cast the President shall determine the method for run-off election.

## **Article 9: Interest Groups**

Any group of ten or more members of the Chapter, representing a field or activity of interest and within the scope of the Chapter's field of interest, may organize a group upon receiving approval from the Board of Directors. Interest groups shall be composed only of Chapter members.

## **Article 10: Meetings**

**Sec. 1 Board Meetings:** The Board of Directors shall meet twice a year in person, typically at the annual spring FLA meeting and at the annual FACRL fall program

**Sec. 2 Special Meetings:** Special meetings may be called by the Board of Directors or by petition of ten Chapter members.

**Sec. 3 Programs/Workshops:** The Chapter shall sponsor at least the annual fall program each year.

## **Article 11: Adoption and Amendments**

**Sec. 1 Adoption of the Bylaws:** Requires a majority vote by Chapter members present and voting at a meeting at which they are to be considered.

**Sec. 2 Amendments:** The Bylaws may be amended by majority affirmative vote by Chapter members present and voting at a Chapter meeting or via online balloting provided such amendments are consistent with the *ACRL Constitution and Bylaws*. Notification of changes which are substantive must be sent to all Chapter members two weeks prior to the vote.

## **Article 12: ACRL Legislative Network**

**Sec. 1 ACRL Legislative Network Representative:** A Representative is appointed by the President from the current Board membership.

**Sec. 2 Terms:** Term of office is for two years with the option of reappointment provided continuation of Board membership.

**Sec. 3 Duties:** The ACRL Legislative Network Representative is responsible for disseminating to the Chapter information about legislation impacting academic and research libraries and promoting the ACRL legislative agenda.

## **Article 13: Parliamentary Authority**

The rules in the latest edition of *Robert's Rules of Order (Newly Revised)* shall govern the Chapter in all cases to which it can be applied.

Revisions approved December 20, 2017  
Revisions approved February 15, 2017  
Revisions approved April 8, 2014  
Revisions approved January 30, 2009  
Revisions approved April 22, 2008  
Revisions approved October 2004  
Rev. 1997