



WEST VIRGINIA LIBRARY ASSOCIATION CONSTITUTION AND BYLAWS

Adopted: November 3, 1956

Amended: 1957, 1960, 1962, 1965, 1966, 1967, 1969, 1970, 1973, 1974, 1979, 1980, 1981, 1982, 1983, 1990, 1992, 1993, 1994, 1995, 1996, 2000, 2004, 2005, 2008, 2010, 2011, 2019, 2022

CONSTITUTION

ARTICLE I. NAME

The name of the organization shall be the West Virginia Library Association.

ARTICLE II. PURPOSE

ART. II, Section 1

The purpose of the West Virginia Library Association shall be to promote:

- A. Library service in West Virginia.
- B. Librarianship in West Virginia

ARTICLE III. MEMBERSHIP

ART. III, Section 1

Active members shall include those persons interested in library service and librarianship upon payment of the annual dues as established according to the bylaws.

ART. III, Section 2

Lifetime members shall include persons interested in library service and librarianship who have paid the specified lifetime membership dues.

ART. III, Section 3

Honorary members shall include any person who has rendered outstanding services to the library interests in the state, but who is not at the time actively engaged in library work within the state, and who, on nomination by the Executive Board, is elected by unanimous vote at any annual meeting of the Association. The Governor of the State and the Congressional delegation from West Virginia shall be considered as honorary

members for the duration of their terms unless the Association wishes to confer honorary membership for life by unanimous vote at any annual meeting of the Association.

ARTICLE IV. GOVERNING BODY

ART. IV, Section 1

The Executive Board shall consist of the officers of the Association, the immediate past-president, the ALA Councilor, the chairs or Divisions provided for in the bylaws, and a Roundtable Representative. The Director of the State Library Section of the Department of Arts, Culture and History (also referred to as State Librarian), a representative of the West Virginia Department of Education responsible for school libraries, the Federal Relations Coordinator, and representative of the Southeastern Library Association (SELA) shall serve as ex-officio (non-voting) members of the Executive Board.

ARTICLE V. OFFICERS

ART. V, Section 1

The officers of this Association shall be as follows:

- A. President
- B. First Vice-President who shall be President-Elect
- C. Second Vice-President
- D. Secretary
- E. Treasurer

ART. V, Section 2

The First Vice-President and the Second Vice-President shall be elected annually. The Secretary and the Treasurer shall be elected in alternate years. Candidates for First Vice-President/President-Elect must have served on the Executive Board for at least one year. If candidates meeting this requirement are not available, others may be considered.

ART. V, Section 3

These officers shall perform such duties as are prescribed in the bylaws.

ARTICLE VI. MEETINGS

ART. VI, Section 1

The Association shall hold an annual meeting at such time and place as the Executive Board shall decide.

ART. VI, Section 2

The Executive Board may call special meetings of the Association should the occasion demand it.

ART. VI, Section 3

Meetings of the Executive Board shall be held upon call of the President or upon request of a minimum of four members of the Executive Board.

ART. VI, Section 4

The Executive Board may decide, in case of emergency or for any other good reasons, that an annual meeting not be held in a specific year.

ART. VI, Section 5

Committee meetings shall be called and conducted by their respective chairs.

ARTICLE VII. QUORUM

ART. VII, Section 1

Ten percent (10%) of the active members shall constitute a quorum for the transaction of business of any regular or called meeting of the Association.

ART. VII, Section 2

A majority of the voting members of the Executive Board shall constitute a quorum.

ARTICLE VIII. AFFILIATION

ART. VIII, Section 1

This Association shall be a chapter of the American Library Association (ALA) and representatives shall be elected in accordance with the ALA constitution and bylaws.

ART. VIII, Section 2

This Association shall be a member of the Southeastern Library Association (SELA) and representatives shall be elected in accordance with the SELA constitution and bylaws.

ARTICLE IX. AMENDMENTS

ART. IX, Section 1

This constitution may be amended at any meeting of the Association by a two-thirds vote of the active members present, provided that written or printed notice of the proposed amendment be sent to the members at least two weeks in advance of the meeting.

WEST VIRGINIA LIBRARY ASSOCIATION BYLAWS

ARTICLE I. DUES

BYLAWS, ART. I, Section 1

Dues are payable annually upon the receipt of notice from the Membership chair. The amount of dues must be approved by the Association's membership after recommendation by the Executive Board.

- A. The dues structure of the Association shall be reviewed in even numbered years beginning with 1994.
- B. Basic dues include membership in one Division and two Roundtables. Additional Roundtables may be joined upon payment of a fee specified in the dues schedule.
- C. The Executive Board may conduct business and make decisions via telephone conference call, mail, or electronic mail provided it does not conflict with other provisions of these bylaws. The outcome of decisions made via any form of communication, such as conference calls, telephone, and email shall be ratified at the next board meeting and included in the minutes of that meeting.

BYLAWS, ART. I, Section 2

Dues shall be specified for working library personnel, students, trustees, friends, retired, and unemployed library personnel. A lifetime membership fee shall also be specified in the dues schedule.

BYLAWS, ART. I, Section 3

Honorary members shall pay no dues.

BYLAWS, ART. I, Section 4

The fiscal year of the Association shall be from December first to November thirtieth.

BYLAWS, ART. I, Section 5

The membership year of the Association shall be from January first through December thirty first.

BYLAWS, ART. I, Section 6

No members whose dues are unpaid shall be entitled to vote and members in arrears for more than one year will be dropped from the membership roll.

ARTICLE II. EXECUTIVE BOARD

BYLAWS, ART. II, Section 1

The duties of the Executive Board shall be as follows:

- A. To transact all business for the Association in the interval between meetings.
- B. To fill vacancies except the positions President and First Vice-President which may occur between the regular meetings of the Association.
- C. The Executive Board may conduct business and make decisions via telephone conference call, mail, or electronic mail provided it does not conflict with other provisions of these bylaws. The outcome of decisions made via any form of communication, such as conference calls, telephone, and email shall be ratified at the next board meeting and included in the minutes of that meeting.

BYLAWS, ART. II, Section 2

The Executive Board, at its pleasure, may authorize travel allowances for required, called, or authorized Association business, including meetings called by those groups with which the Association has affiliated and to which the Association will send a delegate. All travel allowances should not exceed those rates paid by the State of West Virginia to its employees.

ARTICLE III. DUTIES OF OFFICERS

BYLAWS, ART. III, Section 1

PRESIDENT

The duties of the President shall be as follows:

- A. To formulate and implement a strategic plan for the year with the advice and approval of the Executive Board.
- B. To develop and direct the program for the annual meeting.
- C. To work with the Finance Committee to prepare an annual budget for presentation to the Executive Board.
- D. To preside at all meetings of the Association and of the Executive Board and perform the other duties of the office of President.
- E. To appoint, with approval of the Executive Board, such committees as prescribed in the bylaws, and any special Committees as required to carry on the work of the Association, defining the duties of the special committees.
- F. To sign such contracts and other legal documents as authorized by the Executive Board.
- G. To serve as the chief spokesperson for the association and as such must be consulted about pronouncements made on behalf of WVLA.
- H. To serve as an ex-officio member of all committees.

- I. To co-sign all payment documents (checks or electronic drafts) written by the Treasurer. With the approval of the Executive Board, the President may appoint another WVLA member to serve as the authorized co-signer.

BYLAWS, ART. III, Section 2

FIRST VICE-PRESIDENT/PRESIDENT-ELECT

The duties of the First Vice-President/President-Elect shall be as follows:

- A. To perform the duties and exercise the authority of the President in his absence and also in the event of the President becoming incapacitated or vacating the office.
- B. To serve as chair of the Conference Committee.
- C. To serve as a member of the Resolutions and Awards Committee.

BYLAWS, ART. III, Section 3

SECOND VICE-PRESIDENT

The duties of the Second Vice-President shall be as follows:

- A. To assume the duties of the First Vice-President in case of his leaving office.
- B. To assume the duties of the President in case the President and First Vice-President have vacated the office of President.
- C. To be the historian for the Association.
- D. To serve as chair of the Membership Committee.

BYLAWS, ART. III, Section 4

SECRETARY

The duties of the Secretary shall be as follows:

- A. To prepare a report of the annual meeting and any special meetings of the Association and distribute copies as specified in the Association handbook.
- B. To take minutes of the Executive Board meetings and the annual Association meeting for use of those bodies.
- C. To summarize the minutes of the Executive Board meetings and the annual Association meeting and submit the summaries to the Executive Director for publication on the web site.
- D. To open for inspection all records and papers in the custody of the Secretary upon request of any active member of the Association.
- E. To aid the President in official correspondence and in other ways as requested.
- F. To serve as chair of the Resolutions and Awards Committee.

BYLAWS, ART. III, Section 5

TREASURER.

The duties of the Treasurer shall be as follows:

- A. To keep accurate financial records for the Association, deposit money, drafts, and checks in the name of, and to the credit of, the Association in the banks and depositories designated by the Board and to perform other duties related to the finances of the Association as directed by the Board and the President.
- B. To establish and maintain bank accounts and bookkeeping procedures according to standard and accepted practices and disburse Association funds and issue checks and drafts in the name of the Association upon receipt of invoices and vouchers. All payment documents (checks or electronic drafts) must be signed by two authorized members of the Association.
- C. To Chair the Finance Committee and prepare an annual budget for Executive Board approval.
- D. To prepare and present a financial statement to date at each Executive Board meeting and a summary financial statement at the Annual Conference of the Association. The financial statement to date must include a list of checks, drafts, and deposits since the last report, status of funds, and budget analysis.
- E. To annually provide the Association Auditing Committee and/or designated auditor access to all financial records for the period being audited and to answer questions presented by the Association Auditing Committee and/or designated auditor.
- F. Should the Association contract with another agency for bookkeeping and other accounting; the Treasurer will be the liaison between the Executive Board and that agency.

ARTICLE IV. ALA COUNCILOR

BYLAWS, ART. IV, Section 1

The American Library Association (ALA) Chapter Councilor represents the Chapter at the ALA midwinter and annual meetings, reporting back to the Executive Board and membership. The ALA Councilor casts one vote on the Executive Board representing the affiliates (ALA, and SELA). The Councilor may designate another affiliate representative as the voting member if he/she is unable to attend a meeting.

ARTICLE V. COMMITTEES

BYLAWS, ART. V, Section 1

The standing committees shall be the following: Auditing, Conference, Constitution and Bylaws, Continuing Education and Scholarship, Election, Finance, Handbook, Intellectual Freedom, Legislative, Marketing, Membership, Nominating, Public Relations, and Site Selection.

BYLAWS, ART. V, Section 2

The chair of each committee shall present a report whenever requested by the President and shall present a yearly report at the annual meeting of the Association unless otherwise specified by the Executive Board.

BYLAWS, ART. V, Section 3

Special committees may be created by the President with the consent of the Executive Board to carry out definite assignments. Membership should include those who are especially interested in the project, or with training that fits them to deal with it.

BYLAWS, ART. V, Section 4

Duties of standing committees shall be as follows:

Auditing

1. To check the Treasurer's books at the end of the fiscal year and report the findings to the Executive Board and the membership.

Conference

1. To be responsible for coordinating the program and all local arrangements for the annual meeting.
2. The President is program chair; the First Vice-President/President-Elect is conference arrangements chair. They may appoint as many members as necessary to conference subcommittees.

Constitution and Bylaws

1. To study the constitution and bylaws of the Association; to review the purpose and function of all WVLA committees, determining the need to continue existing committees or establish new committees; and to make appropriate recommendations to the Executive Board.

Continuing Education and Scholarship

1. To promote an ongoing continuing education program for all levels of staff in West Virginia libraries.
2. To formulate a scholarship program for West Virginia library personnel working on professional library degrees and library certification programs approved by the committee.
3. The membership shall consist of eight members with four members appointed initially to one-year terms and four to two year terms; thereafter, staggered two-year terms with four terms expiring each year.

Election

1. To prepare, mail, and count ballots for executive and Division offices in accordance with Article VI, Section 2 of these bylaws.

Finance

1. To prepare a budget for the new year, including anticipated revenue and expenditures, and present the budget to the Executive Board at its first meeting of the year.
2. To serve as the Investment Committee for the Association. As such, they will review, at least annually, the Association's investments and financial performance. The review will include recommended adjustments to the long-term, strategic asset allocation plan, if adjustments are warranted.
3. The membership shall consist of the Treasurer of the Association as chair, the President, and the First Vice- President.

Handbook

1. To maintain and revise a handbook for the use of the officers, Executive Board, committee members, and the membership. The chair of this committee shall receive a copy of the minutes of all Executive Board meetings to assist in this work.

Intellectual Freedom

1. To initiate, with the advice and consent of the Executive Board and/ or the membership, such steps as may be necessary to safeguard the rights of library users, libraries, and librarians in accordance with the Bill of Rights as adopted by the Council of the American Library Association.
2. The membership shall consist of at least seven appointed members comprising at least one person from each division of the Association. Members shall be appointed to serve three year staggered terms, with no more than three terms expiring each year. Appointments to fill vacancies on the committee shall be for the remainder of the unexpired term.

Legislative

1. To study the need for federal and state library legislation and make reports and recommendations to the Executive Board and the membership.
2. To actively promote the legislative programs of the Association and its divisions.
3. To provide information to the membership on current legislation.
4. The membership shall consist of twelve members appointed to staggered three year terms with no more than four terms expiring in any one year. Appointments to fill vacancies on the committee shall be for the remainder of the unexpired term. Annually a chair, vice-chair, a Federal Relations Coordinator, and a Library Appreciation Day coordinator shall be designated by the President from the membership of the committee. The vice-chair will assume the position of chair the following year. The Library Appreciation Day coordinator shall appoint a project committee with the approval of the President.

Marketing

1. To design, order, maintain an inventory, and sell at a profit merchandise that promotes libraries and reading.

Membership

1. To promote membership; to keep proper membership records; to assist the President by providing names of those members interested in committee appointments; and to report to the President, Executive Board, and the Association as requested.

Nominating

1. To annually present a slate of candidates to the Executive Board by June 1. The slate shall include one or more nominees for each of the following offices: First Vice-President/ President-Elect; Second Vice- President; to present every second year a slate of one or more nominees for Secretary and Treasurer, and to present one or more nominees for the office of ALA councilor every fourth year or as often as requested by the ALA constitution and bylaws.
2. It shall be the duty of the Nominating Committee to contact each nominee, outlining the duties and responsibilities of the office, and to secure consent of the nominee to have his name appear on the slate.

Public Relations

1. To coordinate the publicity of the Association and to direct publicity releases to the press and other news media.
2. The membership shall consist of a chair and two other members.

Resolutions and Awards

1. To draw up resolutions in the name of the Association as requested by the Executive Board for the annual meeting.
2. To select worthy recipients of awards for outstanding contributions to West Virginia libraries and librarianship, bookmanship and reading, subject to the approval of the Executive Board.
3. Membership shall consist of the Secretary as chair, the Immediate Past President, and a member appointed by the President.

Site Selection Committee

1. To evaluate sites for future annual conferences of the Association, make recommendations to the Executive Board on sites at least two years in advance, and negotiate necessary contracts with sites approved by the Executive Board as far ahead as housing conditions require.
2. Membership shall consist of the Treasurer and two other members with previous conference planning experience appointed by the President.

ARTICLE VI. ELECTIONS

BYLAWS, ART. VI, Section 1

Candidates

- A. The Nominating Committee shall present a slate of candidates to the Executive Board by June 1. Upon Executive Board approval, the slate of candidates will be announced in all WVLA approved electronic communications within five days and in the next scheduled print communications. Announcements will include instructions for nominating additional candidates. If the slate is not approved by the Executive Board, the Board shall immediately set a new schedule for elections and announce the new schedule to the membership. The election process must be complete at least 30 days before the end of the WVLA fiscal year.
- B. Additional candidates for each office may be nominated upon petition by at least ten members of the Association, provided the petitioners have secured the written consent of each nominee in advance. Those names shall be forwarded to the Chair of the Nominating Committee no later than July 31 and shall be added to the slate of candidates.
- C. The complete slate shall be announced to members of the Association before formal balloting by electronic communications.

BYLAWS, ART. VI, Section 2

Voting

- A. A ballot containing names, biographical information and statements of concern of all candidates shall be distributed in the most expeditious and efficient manner to all members whose dues are paid by July 31 of the current membership year. Members shall be given the opportunity to opt for paper ballots, but must so indicate this preference on the membership form when remitting annual dues. Ballots shall be distributed no later than 6 weeks prior to the annual meeting. Voting will cease at a time to be announced by the Executive Board [voting must close at least 3 weeks before the annual meeting] and the deadline will be included with information on the ballot. Ballots (in any format) returned after that time shall not be counted.
- B. Three Tellers appointed by the President and whose names do not appear on the ballot, shall count the ballots and inform the membership of the elected candidates at the annual meeting. Elected candidates will also be announced in all WVLA approved electronic and print communications.
- C. The candidate for each office who receives the most votes (simple majority) shall be elected. Should a tie occur, the tied candidates will be offered an opportunity to concede the election. If necessary, the Executive Board shall immediately declare a run-off election among the tied candidate. Only members currently in good standing at the time of the run-off election voting period will be permitted to vote. After the Tellers have confirmed results of the run-off election, information related to the successful (elected) candidate shall be announced to the membership in an expeditious manner (but no later than 30 days after confirmation of election results). The incumbent shall retain the duties of his/her office until a successor is elected and confirmed by the Tellers.
- D. Any and all votes for write-in candidates shall be declared null and void and shall not be counted for the specific office/position on the submitted ballot. The remaining

legitimate votes on that ballot shall be counted. Any write-in votes submitted on a ballot which cannot be attributed to a specific office/position will cause the entire ballot to be disqualified and none of the votes on that ballot shall be counted.

BYLAWS, ART. VI, Section 3

Any member whose dues are paid by July 31 of the current membership year, and all honorary members, shall be eligible to cast one vote for each office.

BYLAWS, ART. VI, Section 4

Unless otherwise provided, the tenure of office shall be one year for the President, the First Vice-President/President-Elect, the Second Vice-President, and committee members or until their successors are elected and qualified in case there is no annual meeting. Tenure of officers for divisions shall be one or two years, in accordance with the provisions of division bylaws. The Secretary and the Treasurer shall serve two year terms, and the ALA chapter councilor shall serve the term specified by the constitution and bylaws of the American Library Association Council.

BYLAWS, ART. VI, Section 5

Officers shall assume their duties at the beginning of the fiscal year.

ARTICLE VII. DIVISIONS

BYLAWS, ART. VII, Section 1

The recognized Divisions of the West Virginia Library Association are the:

- Academic Library Division
- Public Library Division
- School Library Division
- Special Library Division
- Trustees and Friends Division

BYLAWS, ART. VII, Section 2

The officers of the Divisions shall be a Chair who shall be a member of the Executive Board, a Vice-Chair/Chair Elect, and a Secretary. These officers shall be elected during the general election in accordance with the provisions outlined in these bylaws.

BYLAWS, ART. VII, Section 3

In case of emergency or for other good cause, the chair may appoint another Division representative as an alternate, with voting privileges, to attend a scheduled Executive Board meeting.

BYLAWS, ART. VII, Section 4

Each Division shall develop a set of guidelines and policies compatible with the Association's constitution and bylaws. Copies of the current guidelines and policies are filed with the Secretary of the Association and the Chair of the Handbook Committee.

ART. VII, BYLAWS, Section 5

Other divisional groups may be formed within the Association after written petition to the Executive Board. The petition must include a statement of purpose and the signature of at least thirty (30) active Association members.

- A. Following approval of the Executive Board the petition shall be presented at the annual meeting for final approval by the membership.

ARTICLE VIII. ROUNDTABLES

BYLAWS, ART. VIII, Section 1

Roundtables may be formed to promote subject and geographic interests not within the scope of any Division.

- A. Each Roundtable shall operate in a manner compatible with the Association's constitution and bylaws.

BYLAWS, ART. VIII, Section 2

Groups of members may petition the Executive Board for recognition as a Roundtable. The petition must include a statement of purpose and the signatures of at least twenty (20) active Association members.

- A. The JUNIOR MEMBERS ROUNDTABLE is established without petition by virtue of its former section status.

BYLAWS, ART. VIII, Section 3

After recognition by the Executive Board, each Roundtable shall elect a Chair and Chair-Elect. At the annual meeting, the Roundtable officers shall elect one of their number as a representative to the Executive Board. This representative submits all budget and other requests and is a voting member of the Executive Board.

BYLAWS, ART. VIII, Section 4

A Roundtable may be dissolved by vote of the Executive Board if one of the two following conditions occur:

- A. No viable activity has occurred or no program meeting has been held for two consecutive years.
- B. The members of the Roundtable determine that the purpose or specific objective has been accomplished or abandoned.

ARTICLE IX. PARLIAMENTARIAN

BYLAWS, ART. IX, Section 1

The President shall appoint a parliamentarian who, upon assuming office, does not sacrifice any of the privileges of membership, and retains the right to vote.

BYLAWS, ART. IX, Section 2

ROBERT'S RULES OF ORDER shall be accepted as the authority in conducting the meetings of the Association where it does not conflict with the constitution and bylaws.

ARTICLE X. AMENDMENTS

BYLAWS, ART. X, Section 1

These bylaws may be amended by a majority vote of the active members present at any regular or called meeting of the Association.

*Reviewed and Updated
2022 Constitution and Bylaws Committee*