

PARAPROFESSIONAL ROUND TABLE BY-LAWS

Revised 1993
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FOREWORD

The Alabama Library Association Paraprofessional Round Table By-Laws and handbook with historical data were compiled to address the need for a continuous record of our PART history and to provide a current and useful information tool for our membership. Many duties have been revised and updated. We welcome any additional information or suggestions for future editions.

CONSTITUTION AND BY-LAWS

By-Laws Revision

1993

ARTICLE 1. NAME

The name of this organization shall be the ALABAMA LIBRARY ASSOCIATION PARAPROFESSIONAL ROUND TABLE.

ARTICLE 2. OBJECTIVE

The objective of this organization shall be to encourage membership in and orientation to professional organizations, to encourage the interchange of ideas among support personnel and professional library staff members, and to promote the development of library services and librarianship in the State of Alabama.

ARTICLE 3. MEMBERSHIP

Section 1. Eligibility for Membership. Membership in the Alabama Library Association, Inc. is required.

Section 2. Term of Membership. An individual's term of membership shall be from the schedule as set forth in the Association's handbook.

ARTICLE 4. OFFICERS

Section 1. The Executive Committee shall be comprised of the following voting members: Moderator, Moderator-Elect, Secretary, Northern Member-at-Large and Southern Member-at-Large. The immediate past Moderator shall serve as a non-voting member of the Executive Committee. Officers shall serve a two-year term.

Section 2. The Executive Committee shall meet quarterly and shall act for the Round Table in the intervals between meetings, subject to the approval of the membership at the next meeting. Executive Committee meetings are open to all members.

Section 3. A majority of the five voting members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

Section 4. A nominating committee of not less than three members shall be appointed by the Executive Board. The nominating committee shall choose a slate of candidates for the offices of Moderator, Moderator-Elect, Secretary, and Members-at-Large, consisting of one or more nominees for each office. The nominating committee shall prepare and mail the slate to the Association Administrator by the specified date. Nomination by petition shall be accepted when submitted over the signature of five members of the

Round Table to the nominating committee chairman within three weeks after the slate is mailed. Official ballots shall be returned as directed by the Association Administrator. If the office of Moderator becomes vacant, the moderator-Elect shall assume that office. The Moderator-Elect shall also serve the term for which they were elected. When a vacancy occurs on the Executive Board other than that of Moderator or Moderator-Elect, the Executive Board shall appoint a member to serve the remainder of the term.

ARTICLE 5. DUTIES OF OFFICERS

Section 1. The Moderator shall be chief executive and voting member of the Round Table, Chair- person of the Executive Committee and the Round Table's representative to the Alabama Library Association Inc.'s Executive Council.

Section 2. The Moderator-Elect shall assume the responsibilities and perform the duties of the Moderator in their absence. The Moderator-Elect shall serve as parliamentarian and as a voting member of the Executive Committee.

Section 3. The Secretary shall handle correspondence, keep and distribute minutes of the annual business meetings, Executive Committee meetings and any other called meetings. The Secretary shall serve as a voting member.

Section 4. The Northern and Southern Members-At-Large shall attend Executive Committee meeting as voting members.

ARTICLE 6. MEETINGS

Section 1. There shall be one business meeting a year for the entire membership held at the time of the annual meeting of the Alabama Library Association, Inc., Convention.

Section 2. Other meetings shall be held on call of the Moderator, Executive Committee or petition of one-fourth of the membership. Called meetings shall be announced three weeks prior to the meeting date.

Section 3. Written or printed notice of meetings shall be delivered as prescribed in Article III, Section 3 of the By-Laws of the Alabama Library Association, Inc.

Section 4. Ten percent of the current membership of the Round Table shall constitute a quorum at meetings of the Round Table.

ARTICLE 7. DUES

Section 1. Dues shall be determined by the membership of the Round Table with the approval of the Alabama library Association's Executive Council. They are

due and payable upon the expiration of the calendar year. The membership year is from January 1 to December 31. Memberships initiated or renewed in a month are retroactive to the first day of the month regardless of the actual date of initiation or renewal.

Section 2. Changes in the rate of annual dues shall be determined and approved by the Round Table at its annual meeting and shall then be presented to the Association's Executive Council for final approval.

ARTICLE 8. CALENDAR

Section 1. Elected individuals shall assume office after officer installation during the annual business meeting held during the Association Convention.

Section 2. The membership year shall correspond with the membership year of the Alabama Library Association.

ARTICLE 9. COMMITTEES

Section 1. The standing committees shall be: Nominating, Awards, ByLaws/Handbook, and Special Events. Ad Hoc committees shall be appointed by the Executive Committee when necessary.

Section 2. Committee members shall be appointed for a term of one year.

Section 3. All committee chairmen shall maintain records of their proceedings and shall report to the Executive Committee as necessary.

ARTICLE 10. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, latest edition, shall govern the Round Table in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of the Round Table.

ARTICLE 11. AMENDMENTS OF BY-LAWS

Section 1. This Charter may be amended by a majority of the members of the Round Table at the annual business meeting, provided notice is given to the members two weeks prior to the meeting. Or, the membership may vote by mail within ninety days of the annual meeting, if a majority of members are unable to attend the annual business meeting.

Section 2. Any revision to the by-laws must be submitted first to the Association's By-Laws Committee for approval and then be approved by the Executive Committee. A copy of the revised by-laws shall be sent to the Association

Administrator, the Association Handbook Committee and the Archives Committee.

ARTICLE 12. DISBURSEMENT OF FUNDS

Section 1. Application for reimbursement shall be submitted to the Moderator of the Executive Committee. A receipt will be necessary for any reimbursement.

Section 2. The Moderator will submit application for reimbursement to the Association Administrator of the Alabama Library Association.