

BYLAWS
of United for Libraries:
Association of Library Trustees, Advocates, Friends and Foundations (United for
Libraries)
a Division of the American Library Association (ALA)

Article I. Name

Section 1. The name of this organization shall be United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association (ALA).

Article II. Purposes and Responsibilities

Section 1. The purpose of United for Libraries is to support the development of effective library service for all people in all types of communities and in all types of libraries.

Section 2. In the discharge of this purpose United for Libraries will assist the efforts of all those who govern libraries, raise money for libraries, promote libraries and advocate for libraries.

Section 3. UNITED FOR LIBRARIES has the specific responsibility for:

- a. Providing Trustees, Friends and Foundations with the resources they need to be effective on behalf of their libraries.
- b. Encouraging and assisting with the development of Friends groups and Foundations.
- c. Providing all who value libraries the materials and support they need to be effective advocates for their libraries at the local, state, and national levels.

Article III. Membership

Section 1. *Members* of this organization, with full voting and participation rights, shall be those members of ALA who designate United for Libraries as specified in ALA Bylaws and who subscribe to the purposes of this organization.

Article IV. Officers and Executive Committee

Section 1. All officers shall be individual members of ALA and United for Libraries.

Section 2. *Duties of Officers.* Except as otherwise provided in the bylaws, the duties of the officers are such as provided in the parliamentary authority adopted by United for Libraries and ALA.

- a) **President.** The President shall preside at all meetings of the Board of Directors of United for Libraries and shall work collaboratively with the board and staff to perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors.

The President shall present an annual report of the activities of United for Libraries at the annual meeting to which all members will be invited. The report shall be filed with the permanent records of United for Libraries in the headquarters of ALA.

- b) **President-Elect.** The President-Elect shall serve as an aide to the President and shall perform such duties as assigned by the President and/or the Board of Directors. In the absence of the President, the President-Elect shall perform the duties of the President.

The President-Elect shall appoint all standing and special committees except the Nominating Committee.

- c) **Fiscal Officer.** The Fiscal Officer shall act as a steward of United for Libraries' finances, reviewing current and proposed yearly budgets. The Fiscal Officer attends all Board Meetings and serves as a member of the Executive Board. The Fiscal Officer attends all ALA Budget Analysis and Review Committee meetings and other ALA financial meetings as an observer and reports back to the United Board on those discussions.
- d) **Secretary.** The Secretary shall ensure the taking of minutes at the Board of Directors' meetings and at the Executive Committee meetings and work with staff to ensure that all records and documents of United for Libraries are maintained at its headquarters and at the headquarters of ALA and are made available to all members of ALA upon request.
- e) **Immediate Past-President.** The Immediate Past-President shall appoint the nominating committee and nominate the Fiscal Officer.

Section 3. *Executive Committee* The Executive Committee shall consist of the officers, the United for Libraries Division Councilor, and the Executive Director who serves non-voting ex-officio. The past President shall serve as adviser to the President and the Board of Directors.

Section 4. *Duties of Executive Committee.* The Executive Committee shall be constituted to facilitate the actions of the Board of Directors between Board meetings and to consider such items that require interim decisions for United for Libraries. Business may be transacted by mail, phone, or via the Internet. A majority of voting members shall constitute a quorum. It shall review agendas for the meetings of the Board of Directors and may make recommendations to the board regarding items reviewed and under consideration. It shall report upon its work at the regular meetings of the Board.

Section 5. *Terms of Office.* Executive Committee members shall serve until the adjournment of the Annual Conference at which time their successors are announced.

- a. The President shall serve a one year term.
- b. The President-Elect shall be elected to a one year
- c. The Past President shall serve a one year term.
- d. The Fiscal Officer shall be nominated by the Immediate Past President, confirmed by the Executive Board, and will serve a three year term.
- e. The Secretary shall be elected to a three year term.
- f. United for Libraries Division Councilor shall be elected to a three year term.

Article V. Board of Directors

Section 1. *Composition.* The Board of Directors shall consist of the officers the Division Councilor, at least four Trustees serving at-large, at least four Friends or Friends representatives serving at large, at least four Foundation representatives serving at large, at least four members from the corporate community serving at large, and at-large members appointed based on special areas of expertise by the executive board and with the approval of the entire board. The appointed board members not shall not exceed 40% of the full board. The Executive Director of United for Libraries shall be a non-voting, ex-officio member. All members of the Board shall be members of United for Libraries.

- a. Officers, Trustees at-large, Friends at-large, and Foundation representatives at-large will be voted on by the membership.
- b. Corporate board members will be appointed by the executive committee.
- c. General at-large members will be recommended by the executive committee and voted on by the full board for three year terms with eligibility for reappointment.

Section 2. *Duties.* The Board of Directors shall manage the affairs of United for Libraries in accordance with the bylaws and policies. A majority of voting members shall constitute a quorum.

Section 3. *Appointments.*

- a. **Committee Chairs.** The President-Elect shall appoint a committee chair for each committee as may be constituted by the Board and shall fill vacancies. Each committee chair shall serve a one year term and is eligible for one reappointment with the exception of the PLA program committee who serves a two year term. The duty of each committee chair is to coordinate and supervise the functions of the committee with the Board.
- b. **Vacancies.** In the case of a vacancy, the President will appoint a replacement.

Section 4. *Minutes of the Board.* The minutes of the annual and midwinter Board meetings shall be the responsibility of the Secretary and shall be filed at United for Libraries headquarters and at the headquarters of ALA.

Section 5. *Vacancies.* In the event of the inability of the President to serve, the President-Elect shall become President and shall also serve his or her own term as President. In the event of

vacancy in any other elected office, the Board of Directors will elect a person from among United for Libraries membership to serve the un-expired term.

Section 6. *Duties of Members.* Each member of the Board of Directors shall perform the specific duties attached to membership on the Board. If a director has two absences, or if a director is otherwise unable to fulfill the responsibilities of his or her office as defined in United for Libraries bylaws, that director's office may be declared vacant by a majority vote of the Board of Directors.

Section 7. *Executive Director.* The Executive Director shall be appointed by the Executive Director of ALA with the concurrence of United for Libraries Board of Directors. The Executive Director shall be responsible for all management functions of the United for Libraries office; shall administer the policies of United for Libraries as prescribed by the Board; shall submit reports as required by the Board; shall serve as an ex-officio member without vote; and shall perform such duties as may be assigned to this position by the Board and ALA.

Article VII. Nominations and Elections

Section 1. *Nominating Committee.* The Immediate Past President shall appoint a nominating committee of no more than five members, including a chair, before the midwinter meeting the year before the election said committee including both board members and members at large.

Section 2. *Duties.* The Nominating Committee shall meet at Midwinter and Annual Conference the year preceding the election. The Nominating Committee shall submit to the United for Libraries Board, at the final meeting of the Board at Annual Conference the year preceding the election, annually, up to two candidates for each open position as set forth by Article V, Section 1, Part a of United for Libraries' bylaws for formal Board approval.

The written consent of all nominees and the report of the nominating committee shall be filed with the Executive Director of United for Libraries in accordance with procedures used in the election of ALA officers but no later than November 15 of the year prior to the election. The Executive Director will arrange for publication and distribution of the official ballot in cooperation with ALA. All United for Libraries members will have the opportunity to vote for all candidates running for office.

Section 3. *Nominations by Petition.* Additional nominations may be made by petitions signed by not fewer than twenty-five members. Such nominations shall be filed with the Executive Director following a schedule corresponding with that followed in the election of ALA officers. No person may be nominated by petition who is not a member of ALA/ United for Libraries and whose written consent has not been filed with the Nominating Committee.

Section 4. *Election.* The election shall be by mail or electronic vote in accordance with ALA procedure. A plurality of all votes cast will be necessary to constitute an election. In case of a tie vote, the successful candidate will be determined by lot. All elections will be certified by the

ALA Elections Committee.

Article VIII. Committees

Section 1. *Authorization.* Standing and special committees may be authorized by the Board of Directors and may be discontinued in the same manner. Special committees or task forces may also be authorized by the President to meet important, time-sensitive needs.

Section 2. *Appointments.* Beginning February 1 of the fiscal year preceding his or her presidency, the President-Elect shall appoint members and chairs to fill vacancies or expiring terms on all United for Libraries committees, who shall take office at the conclusion of the annual meeting when the President-Elect becomes President, except as otherwise specified in United for Libraries Bylaws or as otherwise provided in the authorization of the committee. The President-Elect shall also have the authority, with the approval of the Executive Committee, to remove United for Libraries representatives or members of United for Libraries committees. The Immediate Past President shall nominate the Fiscal Officer to a three year term in accordance with the United for Libraries fiscal year, and the Executive Board will confirm the appointment of the nominee by majority vote. Nominees for Fiscal Officer must understand the significant three year commitment.

Section 3. *Terms.* Members and Chairs of standing committees shall be appointed to staggered terms not to exceed two years, and are eligible for up to one consecutive reappointment. No person shall serve on more than three standing committees.

Section 4. *Work of Committees.* All committee reports, resolutions, and recommendations involving policy shall be referred to the Board of Directors for action by the committee chair.

Section 5. *Dismissal.* The President shall have the right to remove any member from a committee for just cause.

Article IX. Meetings

Section 1. *Board of Directors.* Meetings of the Board of Directors shall be held in connection with the Midwinter Meeting and Annual Conference of ALA, and at other times at the call of the President. A majority of the voting members of the Board shall constitute a quorum.

Section 2. *Executive Committee.* Meetings of Executive Committee shall be held in connection with the Midwinter Meeting and Annual Conference of ALA, and at other times at the call of the President.

Section 4. *Committees.* Meetings of the committees shall be held in connection with ALA Midwinter Meetings, Annual Conferences, and at other times at the call of the committee chairperson.

Section 5. *Meetings Held by Telephonic Conference Call or by Electronic Device.* Under

special circumstances, limited meetings may be held via telephone, electronically or by email. Members of the Board of Directors or of any committee designated by the Board of Directors may participate in a meeting of the Board or committee by means of conference telephone or similar communications equipment whereby all persons participating in the meeting can hear and communicate with each other, and participation in a meeting in this manner shall constitute presence in person at the meeting.

Article X. Amendments

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members voting in the annual election or by special election. The proposed amendment must have approval of the Board of Directors before being presented for vote, or must have originated by written petition of not fewer than fifty members and, in either case, notice of the proposed change must be given to the membership no less than one month before such vote.

Article XI. Parliamentary Authority

Section 1. *The Standard Code of Parliamentary Procedure*, by Alice Sturgis, current edition, shall govern United for Libraries in all cases to which they are applicable and in which they are not inconsistent with the bylaws of United for Libraries or ALA.

Adopted June 1980
Revised June 1984
Revised July 1987
Revised July 1992
Revised June 1996
Revised June 1999
Revised April 18, 2008
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