

# CATLA Bylaws

## Article I: General

Section 1.1. Name. The name of the Association shall be the Chicago Area Theological Library Association, a voluntary unincorporated association organized under and by virtue of the laws of the State of Illinois (the "Association").

Section 1.2. Purpose. The purposes of the Association shall be:

1. To provide for reciprocal services among member institutions.
2. To promote possibilities of cooperation in other areas, such as acquisitions, technical services and personnel development.
3. To sponsor development opportunities for members consistent with the evolving trends in librarianship in the technological age.
4. To encourage information sharing and personal contact between staff members of the member institutions.
5. To establish a sense of collegiality and cooperation whereby mutual support and sharing of resources and information ensure the betterment of service, growth in the technological environment, and the enhancement of theological and ministerial education and formation.

Section 1.3. Address. The address of the Treasurer shall be the address of the Association.

Section 1.4. Year. The fiscal year and the membership year of the Association shall be July 1 to June 30. The service year of the officers of the Association shall be July 1 to June 30.

## Article II: Membership

Section 2.1. Institutional Members. Theological libraries and other libraries involved in or associated with theological concerns may become institutional members upon timely payment of institutional dues as set forth below.

Section 2.2. Personal Members. Persons having appropriate interests who are not employed by an institutional member may become personal members upon timely payment of dues as set forth below. In addition, all permanent full time and part time staff persons, professional or nonprofessional, of institutional members are personal members of the Association. In the event that an institutional member fails to make a timely payment of dues, a staff person of such an institution may become a personal member of the Association by paying personal dues as set forth below.

## Article III: Dues

Section 3.1 Annual dues cover the costs of the Association's programs, member communications, and other expenses approved by the membership.

Section 3.2 Institutional Dues. The CATLA Board is charged with changing, raising, or lowering institutional dues as necessary, after consultation with the membership.

Section 3.3 Individual Dues. Individuals who are not employed by an Institutional member may join as an individual member.

## **Article IV: Meetings and Voting**

Section 4.1. Meetings. Business meetings of the membership shall be held at least once a year. The time of the membership meetings shall be determined by the Executive Board and announced to the membership at least once month in advance. Special meetings may be petitioned by ten members.

Section 4.2. Voting on Bylaws. Each member institution has one vote on any change in the bylaws. The vote is cast by a personal member designated by the library director of the institution. Voting may be done by any means that permits each institutional member to cast a vote. Alteration of the bylaws requires majority approval by the member institutions.

Section 4.3. Other Voting. On routine matters of agenda, programming and officer elections, each personal member present at the meeting is entitled to one vote. Decisions are made by simple majority of members in attendance.

## **Article V: Executive Board**

Section 5.1. The Executive Board. The affairs of the Association shall be governed by its elected officers along with one At-Large Member. The President, the Secretary/Vice-President, the immediate Past President, the Treasurer, the Communications Officer, and the At-Large Member constitute the Association's Executive Board.

Section 5.2. The President. The President is the chief executive officer of the Association and presides at all meetings of the members and the Executive Board. Except as otherwise specifically provided by these Bylaws, the President is responsible for the general management of the business of the Association and sees that all actions and resolutions of the members and the officers are implemented. The President serves for one year or until a successor is elected and qualifies.

Section 5.3. The Secretary/Vice-President. In the absence or disability of the President, the Secretary/Vice-President performs the duties and exercises the powers of the President. The Secretary/Vice-President serves for one year and succeeds to the office of the President at the end of the

President's term. The Secretary/Vice-President keeps the minutes of the meetings of the members and of the Executive Board. The Secretary/Vice-President assures that the proceedings of the Association are in accordance with the Bylaws and has custody of the Association's records.

Section 5.4. The Past President. The immediate Past President serves as a member of the Executive Board for one year. The Past President serves as the chair of the Nominating Committee.

Section 5.5. The Treasurer. The Treasurer has custody of the Association's funds, and keeps full and accurate records of all receipts and disbursements. The Treasurer deposits all monies and funds of the Association in such banks or other depositories as may be designated by the Executive Board. The Treasurer disburses the funds of the Association as directed by the Executive Board. The Treasurer monitors and reports on the financial condition of the Association. The Treasurer serves for three years or until a successor is elected and qualifies.

Section 5.6 The Communications Officer. The Communications Officer is responsible for communicating information to the membership using appropriate information systems, especially with regard to regular meetings. The Communications Officer maintains an accessible and current web presence, an institutional member directory and any other documentation deemed appropriate by the Executive Board. The Communications Officer serves for three years or until a successor is elected and qualifies.

Section 5.7 The At-Large Member. The At-Large Member is appointed by the elected officers. The At-Large Member performs duties as assigned by the President. The At-Large Member serves for one year from time of appointment or until a successor is appointed.

Section 5.8 Vacancies. A vacancy in the office of President shall be filled for the remainder of the President's term by the Secretary/Vice-President. The Secretary/Vice-President shall not thereby be disqualified from serving his or her normal term as President. Vacancies in the other offices shall be filled by appointment of the Executive Board until successors may be elected by the members.

Section 5.9 Board Meetings. Regular meetings of the Executive Board shall be held at least once per year. Additional meetings may be held as the Executive Board determines.

Section 5.10. Board Voting. All members of the Executive Board are eligible to vote. An affirmative vote by a majority of the members of the Executive Board shall be required for any of its decisions made by voting. In the event of a tie, the President shall cast the deciding vote.

Section 5.11 Board Quorum. A majority of the voting members of the Executive Board shall constitute a quorum. In the absence of a quorum, the President may authorize a vote by any means that permits each member of the Executive Board to cast a vote.

## **Article VI: Election of Officers**

Section 6.1. Nominating Committee. A committee to nominate candidates for the elected positions shall be appointed by the Executive Board and chaired by the Past President. Prior to the election any personal member may nominate candidates from the floor for any office. A nominee must give his or her consent to be presented as a candidate.

Section 6.3. Election of Officers. Election of officers may take place at any business meeting. If there is more than one candidate for a position, election shall be by written ballot. The candidate receiving the largest number of votes shall be elected. In case of a tie, the successful candidate shall be determined by lot.

## **Article VII: Contracts**

The Executive Board may enter into any contract on behalf of the Association.

## **Article VIII: Rules of Order**

Robert's Rules of Order shall govern the proceedings of the Association in all cases in which they are applicable, and in which they are not inconsistent with these Bylaws.

*Amended bylaws adopted June 13, 2016.*