

# Tennessee Theological Library Association By-Laws

## Approved March 1996; Updated April 2011

### ARTICLE I: NAME

The name of this organization shall be the Tennessee Theological Library Association (TTLA).

### ARTICLE II: PURPOSE

The purpose of the Association shall be to bring its members into closer working relations with each other, to support, improve, and interpret theological and religious libraries and librarianship, and to cooperate with organizations having similar purposes.

### ARTICLE III: MEMBERSHIP

#### **Section 1. Full members**

Persons in the state of Tennessee and the states bordering Tennessee who are engaged in library or bibliographic work in theological or religious fields are eligible for full membership. Full members enjoy all rights and privileges accorded to any member of the Association. Upon retirement, a full member shall be exempt from payment of dues.

#### **Section 2. Associate members**

Persons who are interested in or associated with the work of theological and religious libraries and are interested in promoting the purposes of the Association are eligible for associate membership. Associate members are eligible to serve as members of committees and have voice without vote in the affairs of the Association.

#### **Section 3. Student Members**

Persons who are enrolled full time in a library school or other institution of higher education and are interested in promoting the purposes of the Association are eligible for student membership. Student members have voice without vote in the affairs of the Association.

#### **Section 4. Institutional Members**

Institutions that support libraries or library services, that are interested in or associated with the work of theological and religious purposes, and that desire to support and promote the purposes of the Association, are eligible to become Institutional members.

Institutional members are eligible to attend association meetings, and participate in Association initiatives and programs, including any potential consortia purchase agreements, or continuing education opportunities.

### ARTICLE IV: DUES

**Section 1.** Annual dues for each category of membership shall be as follows: institutional members, \$25.00; full members, \$10.00; associate members, \$2.00; student members, \$1.00.

**Section 2.** Dues are payable on or before November 1. Any member who has not paid annual dues by January 1 shall be dropped from membership. Reinstatement requires payment of delinquent dues.

#### ARTICLE V: OFFICERS

##### **Section 1. Officers and Duties**

The officers of the Association shall be a president, a vice president, a secretary, and a treasurer, who shall perform the duties usually attached to these offices or those assigned by action of the Association.

##### **Section 2. Term**

The officers shall be full members of the Association and shall serve for two years, except the treasurer, who shall serve for four years. The term shall commence with the adjournment of the election meeting and end with the adjournment of the next election meeting in accordance with the Bylaws.

##### **Section 3. President-Elect**

The vice president shall be the president-elect and shall succeed to the office of president at the end of the president's term.

##### **Section 4. Vacancies**

Elections to fill vacancies in the positions of secretary and treasurer shall be held by the association at its next meeting in accordance with the Bylaws. The president may name an acting treasurer to handle accounts of the Association until the election is held. A vacancy in the office of president shall be filled for the remainder of the term by the vice president. The succession shall not prevent a person who succeeds to the presidency because of a vacancy from serving his/her normal term as president as provided in the Bylaws. If vacancies occur in the offices of president and vice president within the same term, the Nominating Committee shall meet as soon as possible, make nominations to these offices, submit a mail or email ballot to full members, receive the ballots, serve as tellers, declare an election by mail to full members. Officers so elected shall assume office immediately upon notification by the Nominating Committee and shall serve the terms of their predecessors, as provided in the Bylaws.

#### ARTICLE VI: MEETINGS

##### **Section 1. General Meetings**

The Association shall meet twice each calendar year. The election of officers shall take place at the spring meeting in odd number years. The transaction of general business shall take place at each meeting. The place and time of meetings shall be determined by the Association. Special meetings may be called by the officers or upon written requests signed by at least five full members representing at least three different institutions.

##### **Section 2. Quorum**

A majority of full members present at a meeting of the Association shall constitute a quorum for the transaction of business.

##### **Section 3. Admission to Meetings**

General meetings or conferences are open to all who are interested in the work of the Association.

#### ARTICLE VII: NOMINATIONS AND ELECTIONS

##### **Section 1. Nominating Committee**

There shall be a Nominating Committee of three full members of the Association appointed by the President. The Nominating Committee shall select its chairperson from among its members. It shall nominate candidates for the elective positions to be filled for the Association as a whole.

## **Section 2. Reports**

The Nominating Committee shall report at least one, or preferably, two nominations for each elective position to full members not less than three weeks before the Association meeting at which nominees are to be considered for election.

## **Section 3. Nominations by Others**

Nominations for any office may be made by a full member from the floor at an election meeting.

## **Section 4. Consent of Nominees**

No nomination shall be presented without the known consent of the nominee.

## **Section 5. Elections**

Elections to offices shall take place at the spring meeting in odd numbered years. Voting may be by ballot, a show of hands, or acclamation. The candidate receiving the largest number of votes shall be elected. In case of a tie vote, the successful candidate shall be determined by lot.

## ARTICLE VIII: COMMITTEES

### **Section 1. Authorization**

Committees of the Association shall be authorized by action of the Association.

### **Section 2. Appointment of Committee Members**

Committee members shall be appointed by the president unless it is otherwise provided in the action authorizing the committee or in the Bylaws.

### **Section 3. Eligibility**

Full and associate members shall be eligible to serve as members of committees except as otherwise provided in the Bylaws.

### **Section 4. Term**

Members of committees shall serve a term of two years, or until they have been re-appointed or their successors appointed, or until the committee has been dissolved by action of the Association.

## ARTICLE IX: YEARS

### **Section 1. Fiscal Year**

The fiscal year of the Association shall be from September 1 through August 31.

### **Section 2. Membership Year**

The membership year of the Association shall be the same as the fiscal year.

## ARTICLE X: AMENDMENTS

Bylaws may be adopted, suspended, or amended by a two-thirds vote of the full members of the Association voting at any authorized meeting.

## ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, the latest edition, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.