

# Constitution of the Greater New Orleans Chapter of the Catholic Library Association, 1985

(Revised & Updated January 20, 2022)

## ARTICLES OF THE CONSTITUTION:

### Article I: Name

The name of the organization is the Greater New Orleans Chapter of the Catholic Library Association. The organization operates within the State of Louisiana and its brief title is the GNO Chapter of the CLA (GNO/CLA).

### Article II: Purpose

The purpose of the Chapter is the promotion of the objectives of the Catholic Library Association by improvement of library services and resources among all libraries. The chapter serves as a medium for dialogue, problem-solving efforts, and the promotion of cooperative projects.

### Article III: Membership

Membership is open to librarians and other persons interested in the work of the GNO Chapter.

### Article IV: Officers

The elected officers of the chapter are the President, the Vice-President (President-elect), the Secretary, and the Treasurer. All elected officers must be members of the national CLA by way of the GNO/CLA paying chapter dues membership. The term of office **for Secretary and Treasurer** ~~is each officer~~ is two years; however, officers may serve more than one term consecutively or be re-elected to the same or another office at a later date.

### Article V: Meeting

**Section 1:** Annual meetings are held in the fall and the spring. It is at the discretion of the Executive Board to determine if there will be one or two meetings in a given year. Other meetings held when deemed necessary by the President.

**Section 2:** The Executive Board meets with the President at least twice yearly, and prior to any scheduled meetings. Other Executive Board meetings are called by the President as often as necessary to conduct the business of the Chapter.

### Article VI: Amendments and Revisions

**Section 1:** The constitution may be amended at any regular meeting by a two-thirds (2/3) majority vote of those members present, provided written/electronic notice has been given two weeks previously. Or, the constitution may be amended at a special meeting called for that purpose by the President, with previous notice and a two-thirds (2/3) majority vote. All proposed amendments shall be submitted in writing. The Executive Board may instruct the secretary to conduct a mail/email vote when it is deemed advisable.

**Section 2:** The wording of the Constitution may be revised whenever the Executive Board deems it necessary.

## **Article VII: Bylaws**

Bylaws are adopted by vote of the association upon a written report of the Executive Board or a special committee appointed by the President and authorized by the Executive Board. Bylaws may be added, dropped, or revised by a majority of those present and voting at any meeting of the association or by a majority the members responding to a mail vote. After Bylaw revisions are approved, the Secretary updates the Bylaws and forwards a copy to the President and Executive Board, and national CLA.

## **ARTICLES OF THE BYLAWS**

### **ARTICLE I: MEMBERSHIP**

**Section 1:** Honorary membership is granted to those individuals whom the Executive Board deem worthy of this honor.

**Section 2:** Life membership is granted to those members of the Chapter who in the judgement of the Executive Board have given loyal service to the profession at great sacrifice of time and personal gain.

**Section 3:** Personal membership is for those who pay a \$24.00 annual fee. Retired librarians, students, and religious pay a \$12.00 annual fee. These dues are payable in September of each year.

### **ARTICLE II: OFFICERS**

**Section 1:** Terms of office begin at the close of the spring meeting. The Vice-President is ***elected for a one year term, then assumes the Presidency for one year, and finally the immediate Past President for the third year.*** ~~and~~ ***The Vice President*** assumes office in odd-numbered years. The Secretary and Treasurer are elected and assume office in even-numbered years.

**Section 2:** The Vice-President automatically succeeds the President when his/her term of office expires. The retiring President will then serve ~~one~~**two** years as a member of the Executive Board.

**Section 3:** The President presides over the general meetings and those of the Executive Board, appoints the Chairpersons of each committee, plans and directs the work of the Chapter, and implements the policies of the Board. ***The ranking of the Executive Board in hierarchy order: President, Vice-President, Secretary, Treasurer, immediate Past President.*** In case of a vacancy in any office, the ***ranking member of the Executive Board*** President appoints a replacement to fill the unexpired term. The President encourages local members to enroll in the National Association and to participate in the national convention. The President or Secretary sends to the national headquarters a copy of the agenda and minutes of the general and Executive Board meetings, the membership list of the Chapter, and an annual written report of its activities. The President requires each officer and committee chairperson to submit a brief report of the activities of their office.

**Section 4:** The Vice-President discharges the duties of the President in his/her absence, assists the President in whatever way each may decide is good for the Chapter, and succeeds automatically to the office of President. The Vice-President plays an important role in the organization and presentation at meetings of the membership and other duties and responsibilities of the Chapter.

**Section 5:** The Secretary keeps the minutes of all meetings and mails/emails copies the Executive Board and committee chairs. The original remains in the Secretary's files. The Secretary is also responsible for editing the Bylaws when changes are approved and forwarding a copy to the President and Executive Board.

**Section 6:** The Treasurer receives, deposits, disburses, and accounts for all monies belonging to the Chapter. He/She presents a financial report at each Executive Board meeting and at the general chapter meetings. The Treasurer receives and records the membership dues, which are forwarded from the Membership Chairperson. The Treasurer pays annual Chapter membership dues to national CLA.

### **ARTICLE III: EXECUTIVE BOARD**

- The Executive Board consists of the President, the immediate Past President, the Vice-President, the Secretary, and the Treasurer. Other Committee Chairpersons and advisors may be invited to participate in the meetings of the Executive Board.

### **ARTICLE IV: COMMITTEE CHAIRS**

Chairpersons of the committees are appointed by the Chapter President and serve for a term of two years concurrent with that of the Chapter President. Committees which have served the Chapter in prior years have been: Historian, Editor of the Newsletter, Nomination, Book Week, Exhibits, Publicity, Legislative, Membership, Awards and Scholarships, placement Referral, Elementary, and High School. Other

committees are established at the discretion of the President. The Chairpersons of the committees may select additional members for their committees. Committee Chairpersons submit a brief report of the activities of their office annually.

### **Section 1: Membership Chair**

**Subsection A:** The Membership Chair receives the membership forms and dues and compiles the membership directory. He/She distributes copies of the list to current members and persons designated by the Chapter President.

**Subsection B:** The Membership Chair forwards the membership dues to the Treasurer.

**Subsection C:** At the Fall Conference, the Membership Chair processes new member registration.

## **ARTICLE V: NOMINATIONS AND ELECTIONS**

**Section 1:** The Nominating Committee (composed of the Executive Board) solicits nominations from the membership. The Committee contacts prospective candidates and selects those best qualified for each office. The Nomination Committee nominates one or more people, with their consent, for each position to be filled. The report of the Nomination Committee is made to the Executive Board at least 30 days prior to notice of an election.

**Section 2:** The Nomination Committee prepares brief biography and qualifications statement for each candidate which is mailed/emailed to the membership.

**Section 3:** If a member wishes to nominate him/herself or any other member for one of the positions to be filled, he/she must notify the Nominations Committee 60 days prior to an election.

**Section 4:** If there are no contested positions, candidates will be elected by acclamation and assume office in the spring at the Spring Conference.

**Section 5:** If a position is contested, there will be a written election for that office.

**Section 6:** The Nominations Committee will count the ballots and report the results to the membership.

## **ARTICLE VI: OFFICIAL ADDRESS OF THE CHAPTER**

The official address of the Greater New Orleans Chapter of the Catholic Library Association is the address of the current President.