

MARYLAND LIBRARY ASSOCIATION  
ACADEMIC AND RESEARCH LIBRARIES DIVISION  
BYLAWS

Approved April 27, 1972

Amended June 1980

Amended July 1991

*To be amended May 2005*

**ARTICLE I – NAME**

The name of this organization, a division of the Maryland Library Association, shall be the Academic and Research Libraries Division.

**ARTICLE II – PURPOSE**

Section 1.

It shall be the purpose of the Academic and Research Libraries Division to further professional growth and develop library service within the areas of academic and research libraries.

Section 2.

This body is an affiliate of the Association of College and Research Libraries (ACRL), a division of the American Library Association (ALA). It is subject to Article XV (Chapters) of the ACRL CONSTITUTION AND BYLAWS as stated in GUIDELINES FOR ACRL CHAPTERS. It is also subject to the Constitution and Bylaws of the Maryland Library Association.

**ARTICLE III – MEMBERSHIP**

Section 1.

Any current member of the Maryland Library Association interested in the purpose of this Division may become a member of the Division. Classification of members, membership privileges and the membership year are prescribed in the Maryland Library Association Bylaws and Manual.

Section 2.

Members of the Association of College and Research Libraries residing or working in Maryland are non-voting members of the Division.

**ARTICLE IV – OFFICERS**

Section 1. Elected Officers

Elected officers of the Division shall consist of a President, President-Elect, and Secretary.

## Section 2. Terms of Office

The terms of office for each elected officer shall correspond to the fiscal year of the Maryland Library Association, which is 1 July through 30 June. The President-Elect shall be elected for a two (2) year term, serving the first year after election as President-Elect and the second year as President. The Secretary shall be elected for a term of one (1) year or until a successor is elected.

## Section 3. Duties

The elected officers shall perform the duties prescribed by these bylaws or by the Maryland Library Association Bylaws and Manual, and perform such other duties as shall be assigned by the Division Steering Committee.

The President must submit an annual report in writing to the membership of the Division.

The President, or designee, is the chapter representative to the Association of College and Research Libraries of the American Library Association.

The President, or designee, is a non-voting representative of the Division to the Congress of Academic Library Directors of Maryland.

# **ARTICLE V – STEERING COMMITTEE**

## Section 1. Membership

The Division Steering Committee shall consist of the elected officers of the Division, the chairs of the Program and the Nominating Committee, and the chairs of section and discussion groups of the Division. The chairs of standing and special committees and members-at-large may serve on the Division Steering Committee. Members-at-large are appointed by the Division President with the consensus of the Division Steering Committee.

## Section 2. Purpose

The Division Steering Committee shall constitute the managing board of the Division. As such, it shall have power and authority to carry out the policies of the Division as determined at the annual meeting and to conduct the business of the Division. The Division Steering Committee is responsible for ensuring that the Division meets all criteria governing the continuance of the Division as prescribed in the Maryland Library Association Bylaws and Manual. Custody of all property of the Division shall be vested in the Division Steering Committee. It shall also have the power and authority to formulate and promulgate policies for the Division between annual meetings, subject to the approval of the Division membership as may be deemed necessary by the Division Steering Committee and as may be sought by mail ballot. The Division Steering Committee shall accept specific charges from the Maryland Library Association President or the Association Executive Board.

### Section 3. Vacancies

Any vacancy occurring on the Division Steering Committee shall be filled in the following manner:

- A. President: President-Elect shall assume the duties of the President if a vacancy should occur in that office during the term of office. At the termination of this year in office, he/she shall succeed to the Presidency even if he/she completed the unexpired term of the preceding President.
- B. President-Elect: Should a vacancy occur in this office, the Secretary shall automatically assume the duties of the President-Elect and shall serve in this position until a successor is elected at the next annual election.
- C. Secretary: Should a vacancy occur in this office, the secretary shall be appointed by a majority vote of the remaining members of the Division Steering Committee. The appointee shall serve in this capacity until a successor is elected at the next annual election.
- D. Any other vacancy shall be filled by appointment by a majority vote of the Division Steering Committee. The person so appointed shall serve until the following annual election.

### Section 4. Quorum

At the meeting of the Steering Committee for the transaction of Division business, a quorum shall consist of all members present, but not less than four (4); the President or the President-Elect must be in attendance.

### Section 5. Removal from Office

Failure to attend meetings without an acceptable explanation or to perform the duties of the office or position as prescribed in the Division bylaws, the Maryland Library Association Bylaws and Manual or as assigned by the Division Steering Committee constitutes grounds for removal from the office or position. Removal must have the approval of the officer or governing board from which official approval of the position stems.

## **ARTICLE VI – COMMITTEES AND SPECIAL APPOINTMENTS**

### Section 1. Standing Committees

- A. The standing committees shall consist of but not be limited to the Nominating Committee and the Program Committee. Such other standing committees may be appointed by the Division President as the Division or the Division Steering Committee shall from time to time deem necessary to carry out the work of the Division. Standing committees shall perform the duties prescribed by these bylaws or by the Maryland Library Association Bylaws and Manual, and perform such other duties as shall be assigned by the Division

Steering Committee. Appointments to standing committees shall be for terms no longer than one (1) year.

- B. The Nominating Committee shall nominate candidates for Division elected offices and report the results of the Division election in compliance with both Division bylaws and the Maryland Library Association Bylaws and Manual.
- C. The Program Committee, with the approval of the Division Steering Committee, shall plan and conduct Division programs, including programs at the Annual Conference of the Maryland Library Association. The Committee is responsible for holding at least one (1) membership activity per year in addition to an annual conference program. All programs must be conducted in compliance with the Maryland Library Association Bylaws and Manual, the Division bylaws, Association and Division deadlines, policies, procedures, and program planning guidelines. The committee shall perform other duties as directed by the Division Steering Committee.

Section and discussion group chairs or their designated representatives may serve on the Program Committee if programming by the section or discussion group is anticipated. The President-Elect shall serve on the Maryland Library Association Annual Conference Committee.

## Section 2. Special Committees and Special Appointments

The President of the Division, subject to the approval of the Division Steering Committee, may appoint such special committees and make such special appointments as are deemed necessary to carry on the work of the Division. Such committees or special appointments shall normally terminate upon submission of a final report or upon action of the Division Steering Committee. Duties of such committees and appointments shall be assigned by the Division Steering Committee. A special committee may become a standing committee by a vote of the Division membership either at the annual meeting or by a mail ballot and in accordance with the Division and Maryland Library Association Bylaws and Manual. Chairs of special committees or special appointees may serve, with Division Steering Committee approval, on the Division Steering Committee.

## Section 3. Chairs and Committee Membership

- A. The Program and Nominating Committees shall be appointed by the incoming Division President, subject to Division Steering Committee approval, no later than two (2) months following the annual meeting. The Division President-Elect shall appoint a Nominating Chair. The Chair may create a Nominating Committee, consisting of three (3) current members of the Division, no member of which shall be an officer of the Division.
- B. The Division President, subject to the approval of the Division Steering Committee, shall appoint special or any additional standing committee chairs. Committee members shall be appointed by the Division President subject to the approval of the Division Steering Committee. The Division Present shall be an ex officio member of all committees, except the Nominating Committee. All voting members of committees must be current members of the Maryland Library Association and the Division.

#### Section 4. Removal from Committee or Appointment

Failure to perform duties as assigned or to attend meetings without an acceptable explanation constitutes grounds for removal from the position or committee. Removal must have the approval of the officer, chair, or Division Steering Committee from which official approval of the position stems.

### **ARTICLE VII – SECTIONS AND DISCUSSION GROUPS**

#### Section 1. Sections

- A. Sections may be established to represent long-term areas of interest that fall within those interests of the Division. Sections are the most formal, focused subgroups of the Division.
- B. Sections shall be initiated by a written petition to the Division Steering Committee by thirty percent (30%) of the divisional membership. The Steering Committee then submits its recommendation, pro or con, in writing to the Maryland Library Association Executive Board regarding the establishment of a section.
- C. Candidates for section chairs must have the approval of two-thirds (2/3) of the Division Steering Committee. At the first section meeting of each fiscal year, section membership shall elect, by simple majority, a Section chair to handle all group logistics. The Section chairs shall serve on the Division Steering Committee. The Section chairs or their designated representatives may serve on the Division Program Committee if programming by the section is anticipated.
- D. Sections may program with the approval of the Division Steering Committee. All membership activities, including programs, must abide by the deadlines, policies, procedures, and program planning guidelines of the Division and the Maryland Library Association.

#### Section 2. Discussion Groups

- A. Discussion groups, with the approval of the Division Steering Committee, may be established to provide timely and flexible response to a common current interest that falls within the broader area of concern of the Division. Discussion groups are designed to operate under a less formal governing structure and shall continue only as long as a need exists.
- B. At the first discussion group meeting of each fiscal year, the discussion group membership shall choose a Chair, subject to the approval of the Division Steering Committee, to handle all group logistics. Discussion group chairs shall serve on the Division Steering Committee. Each discussion group chair or a designated representative may serve on the Division's Program Committee if programming by a discussion group is anticipated.

- C. Discussion groups with the approval of the Division Steering Committee, may program only as part of the Division. All membership activities, including programs, must abide by the deadlines, policies, procedures, and program planning guidelines of the Division and the Maryland Library Association.

### Section 3. Discontinuance

Sections or discussion groups may be dissolved by two-thirds (2/3) majority of the Division Steering Committee.

## ARTICLE VIII – MEETINGS

### Section 1.

All meetings of the Division shall be held at times and in places determined by the Division Steering Committee. The Division Steering Committee must call a meeting upon receipt of a petition signed by one-third (1/3) of the current Division membership.

- A. Annual Meeting: The Division shall hold an annual meeting to transact the business of the division during the annual conference of the Maryland Library Association.
- B. Division Steering Committee Meetings: Division Steering Committee meetings shall be held at least three (3) times a year on call of the Division President.
- C. Special Meetings: Special meetings may be called by and held at times and places as determined by the Division Steering Committee for the purpose of transacting extraordinary business of the Division.

### Section 2. Quorum

At any meeting of the Division for the transaction of business, with the exception of the Division Steering Committee meetings, ten (10) Division members present shall constitute a quorum. The President or President-Elect must be in attendance. For committees, sections or discussion groups, the quorum shall consist of all members present; the Chair must be in attendance.

### Section 3. Votes by Mail/Email

Votes by mail or email, if highlights of the discussion of the issue is included in email or mailing, may be authorized by the Division Steering Committee when, in its opinion, such action is warranted. These votes will be held in accordance with the Maryland Library Association Bylaws and Manual. The Division Steering Committee shall have the authority to set the periods during which such votes shall be accepted and to determine the mechanics of balloting.

### Section 4. Attendance

Elected officers, chairs of standing and special committees, chairs of discussion groups, section presidents/chairs and special appointees are expected to attend all meetings of the Division Steering Committee, Division and their respective units. Persistent failure by **voting** members of

committees to attend meetings without an acceptable explanation constitutes grounds for removal from office or position. Removal must have the approval of the appropriate official or the governing board from which official approval of the position stems.

#### Section 5. Representation at ACRL Chapter Council meetings

The Academic and Research Libraries Division encourages the attendance of the Division President at the Chapter Council meetings of the Association of College and Research Libraries Division which are normally held at the annual and midwinter conferences of the American Library Association. The Division may seek to contribute to meeting the President's expenses in attending these meetings.

### **ARTICLE IX – NOMINATIONS AND ELECTIONS**

#### Section 1. Candidate Requirements

All candidates for election must be current members of the Division and the Maryland Library Association. Since the President represents the Division to the Association of College and Research Libraries of the American Library Association, the President must be a current member of the American Library Association's Association of College and Research Libraries. If not already a member, a nominee for the office of President-Elect must agree in writing to become a member of the American Library Association's Association of College and Research Libraries if elected.

#### Section 2. Nominations by Committee

The Nominating Chair shall propose to the Division Steering Committee a slate of consenting candidates for each elected office to be filled. The slate, containing the candidates' name, job title, business address and the candidate's written acceptance, shall be submitted to the Division Steering Committee no later than the scheduled meeting prior to the deadline for submitting the slate to the Maryland Library Association Nominations and Elections Committee.

#### Section 3. Nominations by Petition

Additional nominations may be made by individual petition, containing the candidate's name and the written acceptance of the candidate. Petitions must be supported by the signature of ten (10) current Division members, who are also Maryland Library Association members. The petitions and the written acceptances of the candidates must be forwarded to the Maryland Library Association Nominations and Elections Committee by their specified deadline.

#### Section 4. Election

The election is by official Maryland Library Association ballot and is conducted by the Maryland Library Association Nominations and Elections Committee as prescribed in the Maryland Library Association Bylaws and Manual.

## Section 5. Election Results

The MLA Nominations and Elections Committee shall notify the Division Nominating Chair of the election results. The Chair shall immediately notify the Division President, the Division Steering Committee and all candidates of the election results. The Division President will report the election results to the Division membership at the annual meeting.

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

*The Standard Code of Parliamentary Procedure, by Alice Sturgis*, in the latest available edition, shall govern the Division in all cases to which it can be applied and which are not governed by the Division bylaws or the Maryland Library Association Bylaws and Manual.

## **ARTICLE XI – AMENDMENTS**

Any Division member may propose an amendment to these bylaws by submitting it to the Division Steering Committee no later than ninety (90) days before the annual meeting.

All proposed amendments must be in accordance with the Maryland Library Association Bylaws and Manual. Following their review by the Maryland Library Association Planning and Bylaws Committee, the Division bylaws may be amended by the affirmative vote of two-thirds (2/3) of the current Division membership at any business meeting with notice of any proposed amendment having been published at least thirty (30) days prior to the business meeting. Amended bylaws must be submitted to the Maryland Library Association Executive Board for approval within three (3) months after the Division membership votes.

