

**CONSTITUTION AND BYLAWS OF THE  
GREATER ST. LOUIS CHAPTER, CATHOLIC LIBRARY ASSOCIATION**

**ARTICLES OF THE CONSTITUTION**

**ARTICLE I. Name**

The name of this organization shall be the Greater St. Louis Chapter of the Catholic Library Association.

**ARTICLE II. Object**

The object of this organization is the promotion of Catholic principles by the establishment and improvement of library resources and services through cooperation, publication, education, and information.

**ARTICLE III. Membership**

All persons, institutions, and organizations interested in the purposes of this chapter shall be eligible for membership.

**ARTICLE IV. Meetings**

Meetings, including an annual business meeting of the general membership, shall be held at times and places approved by the executive board.

**ARTICLE V. Officers**

The officers of this chapter shall be the president, the vice-president, the secretary, and the treasurer.

**ARTICLE VI. Executive Board**

The executive board shall confer with the president in the formulation of plans and policies, in the decisions on all purposes and procedures of this organization and in the receipt, disbursement, and investment of funds.

**ARTICLE VII. Amendments**

The Constitution may be amended by a vote of two-thirds (2/3) of those present and voting at the annual business meeting of the general membership. Copies of the proposed amendments shall be distributed to each member of the chapter at least thirty (30) days prior to the annual business meeting.

**ARTICLE VIII. Bylaws**

The Bylaws may be adopted, revised, deleted, or suspended by a vote of a majority of those present and voting at the annual business meeting of the general membership, or by a majority of the members responding to a mail vote. Notice of proposed changes shall be received by each member of the executive

board at least fifteen (15) days prior to the annual business meeting.

**ARTICLES OF THE BYLAWS**

**ARTICLE I. Membership**

**Section 1.** The geographical area served shall include the Archdiocese of St. Louis, the Dioceses of Jefferson City and Springfield-Cape Girardeau in Missouri; and the Dioceses of Springfield and Belleville in Illinois.

**Section 2.** Dues shall be assessed annually payable at the beginning of the fiscal year. Honorary members shall not pay dues. Any member who shall fail or neglect to pay annual dues will be dropped from the membership rolls.

**ARTICLE II. Privileges of Members**

**Section 1.** Members shall elect an executive board to which they delegate responsibility for the direction of the chapter.

**Section 2.** Members shall vote on amendments to the Constitution; the adoption, revision, deletion, or suspension of the Bylaws; and for the adoption of any measure or resolution submitted by the executive board at the annual business meeting of the general membership.

**Section 3.** Members shall have the right to hold office, to membership rates at conferences, and to membership in an established section.

**Section 4.** Members shall be entitled to the official publication, the *Newsletter*.

**Section 5.** A copy of the Constitution and the Bylaws shall be provided to any member upon request to the secretary.

**ARTICLE III. Responsibilities to the Catholic Library Association**

**Section 1.** The chapter shall uphold the Constitution, the Bylaws, and the goals of its parent organization but shall have no power to obligate it as a whole in any way. It shall adopt its logo but shall not use it for commercial purposes. It shall plan activities and conduct business within the spirit and limits of the authority of the Catholic Library Association.

**Section 2.** The chapter shall maintain a responsible relationship with the Catholic Library Association through cooperation, participation, and publicity.

#### **ARTICLE IV. Meetings**

**Section 1.** An annual conference and business meeting of the general membership shall be held prior to the annual convention of the Catholic Library Association and at a time and place determined by the executive board. When the chapter hosts a national convention, the conference shall not be held and business may be transacted at special meetings.

**Section 2.** Special meetings may be called by the president with the approval of a majority of the executive board or by the request of one-third (1/3) of the membership. At least one (1) month's notice shall be given, and only the urgent business specified in the notice shall be transacted.

**Section 3.** Section meetings and programs shall be held during the annual conferences and at other times with the approval of the executive board. Meetings and programs shall respond to the special needs of section members and shall be open to the general membership.

**Section 4.** Members and/or non-members attending the annual conference or other meetings may pay registration fees, as determined by the executive board.

**Section 5.** Honorariums shall be provided for in the annual budget prepared by the finance committee.

#### **ARTICLE V. Official Publication**

The official publication of the chapter shall be known as the *Newsletter*.

#### **ARTICLE VI. Parliamentary Authority**

**Section 1.** *Robert's Rules of Order (Revised)* in the latest edition shall govern all deliberations when not in conflict with the Constitution and the Bylaws.

**Section 2.** A parliamentarian shall be appointed by the president with executive board approval and shall serve as the final authority for the interpretation of rules at all meetings.

#### **ARTICLE VII. Officers**

**Section 1.** The terms of office of the president, the vice-president, the secretary, and the treasurer, who have been elected to office by the general membership, shall be for two (2) years. The terms shall begin at the close of the

annual business meeting of the general membership in an election year and shall terminate at the close of the annual business meeting two (2) years later.

**Section 2.** Officers shall meet the eligibility requirements in Article VIII, Section 2, of the Bylaws.

**Section 3.** A president elected to office shall not serve a successive term. A president elected to that office shall not be eligible for the offices of vice-president, secretary, or treasurer until two (2) years after the expiration of the presidential term.

**Section 4.** The vice-president shall be regarded as the president-elect, and shall, upon the expiration of the president's term of office, succeed to that office.

**Section 5.** Upon the resignation, incapacity or death of the president, the vice-president shall succeed to the presidency, but if succession is impossible because of personal circumstances, the executive board shall appoint a president.

**Section 6.** The executive board shall appoint a person to fill the unexpired term of a vice-president who resigns or succeeds to a vacated presidency. This appointee shall not succeed to the presidency but shall be eligible for nomination as vice-president at the next election.

**Section 7.** The president shall uphold the constitutions and the bylaws of the chapter and the Catholic Library Association; officially represent the chapter; speak for the executive board; serve as general chair of the annual conference; call and preside over the annual business meeting of the general membership or any special meeting which the executive board shall order; preside and be a voting member of the executive board; initiate, promote, and monitor programs, liaisons, studies, surveys, and publications. With executive board approval, the president shall activate any committee provided for in the Bylaws or create new committees except as otherwise provided for in the Bylaws; name special appointees; remove inactive and incapacitated appointees; and shall fill vacancies of appointees. The president shall oversee the operation of the chapter; coordinate the activities; shall provide expenditure projections to the finance committee; shall be ex officio a member of all committees except the nominations/elections committee; and shall be a member of the

advisory council of the Catholic Library Association.

**Section 8.** The vice-president shall assist the president, discharge the duties of the president in an absence, and shall serve as chair of the finance committee.

**Section 9.** The secretary shall record, preserve, distribute, and arrange for the publication of resolutions, proceedings of the general membership meetings and minutes of the executive board meetings; conduct correspondence; issue notices and perform other secretarial duties as directed by the president and/or the executive board. The secretary shall call meetings and preside over the election of a chair pro tempore in the absence of the president and the vice-president, but shall not act as chair pro tempore.

**Section 10.** The treasurer shall receive and disburse monies; maintain financial records; submit financial statements of receipts and disbursements to the executive board; submit estimates and obligations for executive board approval; submit an annual report to the membership as directed by the executive board; and shall serve as a member of the finance committee.

#### **ARTICLE VIII. Executive Board**

**Section 1.** The executive board shall consist of the officers; namely, the president, the vice-president, the secretary, the treasurer, and the immediate past-president; the four (4) members-at-large, and the section chairs. Additionally, the executive board shall include, in an ex officio capacity, those chapter members serving on the national executive board.

**Section 2.** Members of the executive board and the appointees named to fill vacancies shall meet the eligibility requirements. They shall have professional library training or experience and shall exhibit dedication to chapter goals. They shall hold personal membership or officially represent institutional membership in the chapter and in the Catholic Library Association within sixty (60) days after taking office. Members shall agree to attend all executive board meetings unless excused by the president and shall agree to demonstrate executive board unity and involvement by attendance at activities.

**Section 3.** The immediate past-president and the section chairs shall serve terms concurrent with those of the officers. The four (4) members-

at-large shall serve terms of four (4) years with two (2) members elected every second year. Their terms shall begin at the close of the annual business meeting of the general membership in an election year and shall terminate at the close of the annual business meeting four (4) years later.

**Section 4.** The immediate past-president shall serve as an advisor on the executive board, shall serve as chair of the nominations/elections committee, and as a member of the finance committee and shall be responsible for the updating of the *Manual*. If the immediate past-president resigns, a previous past-president shall be appointed by the president with executive board approval and shall be regarded as the past-president.

**Section 5.** The four (4) members-at-large shall represent the general membership and shall make membership needs known to the executive board.

**Section 6.** Section chairs shall respond to the needs of the established interest groups and shall make their needs known to the executive board. The chairs shall officially represent their sections; speak for them; call and preside over the annual section business meetings at the annual conference and any other business meetings; plan and preside over programs; coordinate activities; establish offices and committees when advisable; and serve as members of the nominations/elections committee.

**Section 7.** The executive board shall meet at least twice annually, and as often as the president shall order, or, as four (4) members of the executive board shall request; shall conduct business in the interim between annual business meetings, and shall report its actions to the membership.

**Section 8.** The presence of a majority of the members of the executive board shall constitute the necessary quorum for transacting business.

**Section 9.** A majority of the members present and voting at executive board meetings or a majority of the entire executive board in the case of a mail or telephone vote shall be sufficient for approval.

**Section 10.** The executive board shall establish and support scholarships, memorials and/or awards and shall encourage and support library organizations.

**Section 11.** The executive board shall annually review chapter legal documents and shall assess and recommend dues and honorarium schedules to the finance committee prior to the committee's annual budget meeting. It shall approve the annual budget and authorize emergency expenditures.

**Section 12.** Upon a three-fourths (3/4) vote, the executive board shall have the authority to request resignations of members of the executive board for reasons of inactivity or incapacity. The resignations shall be in writing and shall be addressed to the executive board.

**Section 13.** The executive board shall fill vacancies in the elective offices of the executive board, which shall be filled pro tempore until the next regular election. Vacancies shall be filled ad interim and as soon as possible. The executive board shall abide by the provisions in Article VII, Sections 5-7, and the eligibility requirements in Article VIII, Section 2, of the Bylaws, and shall advise appointees accordingly.

**Section 14.** The executive board shall respond to petitions for the establishment of sections and round tables, and shall reserve the right to discontinue the same when usefulness has ceased.

**Section 15.** Executive board members shall accept, maintain, and relinquish essential records to their successors.

**Section 16.** Activities shall be conducted under the supervision and jurisdiction of the executive board and shall be controlled either directly or indirectly by its members. It shall exercise the power to approve or reject measures taken by individuals or subordinate groups and shall make decisions and judgments in conformity with established policies. Attempts by individuals or groups to commit the chapter to a course of action by incurring expenditures or by declaration of policy, without prior consent and approval of the executive board, shall be declared null and void.

#### **ARTICLE IX. Sections**

**Section 1.** Petitions for the establishment of sections shall be initiated by members interested in special or common topics, problems, or work, and shall be submitted to the executive board for authorization.

**Section 2.** Sections shall correspond to those established by the executive board of the

Catholic Library Association and shall use identical titles.

**Section 3.** Section meetings shall be held as provided for in Article IV, Sections 3-5, of the Bylaws.

#### **ARTICLE X. Round Tables**

**Section 1.** Round tables shall be established by the executive board upon petition of three members having like interests.

**Section 2.** The purpose of a round table shall be to insure programs to meet the interest of the group.

**Section 3.** A chair may be appointed by the president.

#### **ARTICLE XI. Committee and Special Appointments**

**Section 1.** With executive board approval, the president shall appoint committee chairs and members of the committees except as otherwise provided for in the Bylaws, name special appointees, remove inactive and incapacitated appointees, and shall fill vacancies of appointees.

**Section 2.** Committee chairs, members of committees, and special appointees shall have professional library training or experience, and shall exhibit dedication to chapter goals. They shall hold personal membership or officially represent institutional membership in the chapter. They shall agree to attend all committee meetings unless excused by the chair and shall agree to attend activities.

**Section 3.** Upon the invitation of the president, committee chairs and special appointees may attend executive board meetings, report progress, make recommendations, and may report to the general membership. They shall submit written reports annually or upon the completion of projects to the secretary for deposit in the archives.

**Section 4.** Committee chairs and special appointees shall accept, maintain, and relinquish essential records to their successors.

**Section 5.** The finance committee shall prepare the annual budget based upon anticipated revenues. It shall include appropriations for the executive board, the sections, the committees, the special appointees, and special projects. The budget shall include appropriations for awards, honorariums, and emergency

expenditures. The committee shall conduct an annual audit and make recommendations to the executive board regarding the control of operational funds and assets. The committee shall consist of the vice-president as chair, the immediate past-president, and the treasurer. As an ex officio member, the president shall provide expenditure projections. The committee shall meet not later than fourteen (14) days prior to the final executive board meeting of the fiscal year to prepare the annual budget to be submitted to the executive board for approval. In an election year, the new executive board shall approve the budget. Solicitation of funds by this committee shall be made only with executive board approval and in the manner it shall authorize.

**Section 6.** The membership development committee shall plan extended membership development through systematic recruitment and as provided for in Article I, Sections 1-2, of the Bylaws. The chair shall maintain membership records, issue receipts or membership cards upon payment of dues, and shall serve as a member of the nominations/elections committee.

**Section 7.** The nominations/elections committee shall consist of the immediate past-president as chair, the membership chair, the section chairs, and two (2) presidential appointees. The committee shall meet at least four (4) months prior to the annual business meeting of the general membership in odd-numbered years, and shall prepare a slate of one (1) or more nominees for the offices of vice-president (president-elect), the secretary, and the treasurer, to serve for terms of two (2) years; two (2) members-at-large to serve for terms of four (4) years; and the chairs of the sections to serve for terms of two (2) years. The committee shall abide by the provisions in Article VII, Sections 3, 6-7, and the eligibility requirements in Article VIII, Section 2, of the Bylaws, and shall advise prospective nominees accordingly. The slate shall be submitted to the membership thirty (30) days prior to the annual business meeting of the general membership. A plurality vote shall be required for election. The committee shall meet to count the ballots and shall make the official notifications.

**Section 8.** Other committees and special appointments shall include, but shall not be limited to the following functions:

- annual conference
- annual social
- archivist

- area representative
- awards
- constitution/bylaws
- consultant/liaison
- continuing education coordinator
- exhibits
- gratuity
- hospitality
- legislation
- national convention local arrangements
- newsletter editor
- parliamentarian
- public relations coordinator
- publicity coordinator
- resolutions
- special publications
- telephone squad coordinator

#### **ARTICLE XII. Fiscal Year**

The fiscal year shall begin on May 1 and end on April 30.

#### **ARTICLE XIII. Merger**

**Section 1.** The chapter shall welcome petitions suggesting mergers with disbanded chapters.

**Section 2.** The executive board shall submit its recommendations to the Catholic Library Association in which is vested the authority to validate mergers.

#### **ARTICLE XIV. Regional Conferences**

The chapter shall cooperate in the establishment of regional conferences for the purpose of encouraging area activity in adjacent non-chapter areas.

#### **ARTICLE XV. Disbandment**

**Section 1.** If circumstances necessitate dissolution, the executive board shall request counsel from the executive director of the Catholic Library Association. The chapter shall attempt a resumption of useful service and consider options among which shall be the merger or application for temporary inactive status.

**Section 2.** If dissolution is inevitable, the disposition of assets shall be made legally.