

**Missouri Association of College and Research Libraries
(MACRL)
DIVISION BYLAWS**

ARTICLE I – Name

The name of this organization shall be the Missouri Association of College and Research Libraries referred to hereafter as MACRL. MACRL is a Division of the Missouri Library Association, referred to hereafter as (MLA).

ARTICLE II – Mission

The mission of MACRL is to promote the development and to represent the interests of libraries and librarians in higher education institutions and independent research libraries in the state of Missouri.

ARTICLE III – Membership

Membership in this Division shall be open to any member in good standing of MLA or any ACRL member residing in Missouri who is interested in furthering the objectives of MACRL.

ARTICLE IV – Steering Committee

Section A - The Steering Committee shall be composed of four officers elected by the membership of the Division: a Chair, Vice-Chair, a Recorder, and a Past-Chair.

Section B - The Chair shall represent the Division as a voting member on the MLA Executive Board.

Section C - One Steering Committee officer shall be elected at each annual meeting and shall serve a four-year term of office in the following progression:

1. First year: Serve as recorder.
2. Second year: Serve as Vice-Chair/Chair-Elect.
3. Third year: Serve as Chair of the Division and voting member of the MLA Executive Board.
4. Fourth year: Serve as Past-Chair providing guidance, support, and organizational memory.

Section D - Duties of the officers are as follows:

1. The Chair shall preside at all meetings of MACRL and the Steering Committee and he/she shall plan, with the help of the Steering Committee, Division programs, and activities.
The Chair shall attend all MLA Executive Board meetings as a voting member. If he/she can not attend a meeting they shall designate a Steering Committee member to represent them.
At the final Executive Board meeting, the Chair is responsible for providing copies of required archival materials to the Executive Director for archiving. The Chair is also responsible for providing the Vice-Chair with the documents necessary for them to function as the Division Chair.

The Chair shall attend all conference planning meetings or designate a representative to attend.

2. The Vice-Chair shall preside in the absence of the Chair and shall assist with the planning of Division programs and activities, and shall chair the membership committee.

The Vice-Chair is required to attend the final Executive Board meeting with the Chair. This meeting will be an orientation meeting for incoming Chairs and important material will be distributed.

3. The Recorder shall record all official actions of the Division, shall keep minutes of all meetings forwarding a copy of all meeting minutes to the Executive Director of MLA for archival purposes, and to the Executive Secretary of ACRL. The Recorder is responsible for the expenses of the Division.
4. The Chair and the Vice-Chair shall have membership in MLA and ACRL in order that the Division maintains status as a chapter of ACRL and a Division of MLA. The Recorder shall be a member of MLA.
4. The Past-Chair will act as a liaison and guide for the Division by providing guidance, support, and organizational memory.

Section E - Officers shall serve from January 1 to December 31 of the year after they are elected at the annual business meeting of the Division.

Section F - Vacancies in elective positions shall be filled as follows:

1. The office of Chair shall be filled by the Vice-Chair for the remainder of the term. This succession shall not prevent the person who succeeds to the office of the Chair from serving a normal term as Chair the next

year as provided by Article IV, Section C.

2. A vacancy in the office of Vice-Chair shall be filled by the Recorder.
3. A new Recorder shall be appointed by the Steering Committee to serve until the next annual business meeting at which an election is held.
4. If a vacancy occurs in the Division and there are no other officers, the President of MLA shall secure an individual to fulfill the term of office until the next annual meeting at which time the members of the Division shall select new officers.

Section G - Removal from elective position

Should a Division officer demonstrate a pattern of failure to perform all the duties of an office, notification shall be given to the MLA President. The President, with the Executive Committee, shall investigate and, if appropriate, appoint a replacement until the next Annual meeting at which an election is held.

ARTICLE V – Nominations and Elections

Section A - Nominations are open to all members of the Division.

Section B - On assuming office, the Chair of the Division shall appoint a nominating committee of three members who represent varied groups, geographical areas, and interests.

Section C - The Nominating Committee shall solicit nominations from Division membership and shall present nominations each year for a Recorder to serve a four year term on the Steering Committee. If other vacancies exist the Committee will also submit names for those positions. The committee shall notify the membership of its nominations including a brief biographical sketch at least thirty days in advance of the regular annual Division meeting. For regular elections, thirty days notice will be given. For special elections, the Steering Committee will give as much notice as is practical.

Section D - Elections shall be by written ballot at the annual meeting. Additional candidates may be added to the ballot by a nomination from the floor. Special elections shall be by written ballot or by e-mail whichever the Steering Committee determines is most expedient.

ARTICLE VI – Meetings

- Section A -** The Division shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting of the Division, shall be held in conjunction with the annual conference of MLA. Other meetings shall be held at a time to be set by the Steering Committee.
- Section B -** Regular meetings of the Steering Committee shall be held as needed to conduct the business of the Division. These meetings may be conducted via teleconference or e-mail. A majority of the Steering Committee shall constitute a quorum.
- Section C -** Notice of all meetings shall be given to the MLA President-Elect and the two MLA Members at Large so that they may attend.
- Section D -** Notice of all meetings shall be submitted to the MLA webmaster for posting on MLA's web-based calendar.

ARTICLE VII – Goals

- Section A -** The Division shall annually present its goals and a timetable for accomplishing those goals for approval by the Executive Board.
- Section B -** The Division shall sponsor a program at the MLA Annual Conference every year. The program may be co-sponsored with other MLA Divisions, SIGs or Committees.
- Section C -** The Steering Committee shall develop programs and activities that further the objectives of the Division as stated in Article III of these Bylaws. The Committee will strive to develop opportunities for programs and activities outside of the annual MLA conference.

ARTICLE VIII - Annual Report

- Section A -** The Steering Committee shall submit a written annual report to the MLA Executive Director as soon as possible and no later than thirty days after the annual business meeting. This report shall contain information concerning progress toward achieving the Division's goals, modification to the goals in light of progress, future objectives, and any additional information requested by the MLA Executive Board. The report will be published in **MO INFO** and a hardcopy retained for archival purposes.
- Section B -** The Chair may wish to present an oral annual report at the MLA Annual Membership Meeting if the Division has significant information to impart to the entire MLA membership.

ARTICLE IX – Committees and Task Forces

- Section A -** The Chair shall appoint committees and task forces as needed, subject to the approval of the Steering Committee.
- Section B -** The Steering Committee functions as a nominating committee. Members of the Division shall be notified in advance of the election of the nominees. For regular elections, thirty days notice will be given. For special elections, the Steering Committee will give as much notice as practical.
- Section C-** The Chair may appoint the Division representatives as needed subject to the approval of the Steering Committee. These may include, but are not limited to, representatives to the MLA Annual Conference Committee and the ACRL Chapters Division.
- Section D-** These committees or task forces shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of Division members. The Steering Committee shall approve the formation of such groups and a liaison to the Steering Committee shall be designated by the special interest group so formed.

ARTICLE X - Financial Support

- Section A -** The Division is eligible for financial support as provided by MLA Bylaws, Article III, Section 2.
- Section B -** The Steering Committee, in planning Division programs and activities, will prepare the proper paperwork needed to obtain the appropriate MLA funding.

ARTICLE XI - Archival Material Submission

- Section A -** The Division Chair and/or Recorder shall submit to the Executive Director copies of all required information for archival purposes. The material must be submitted in written form.
- Section B -** The information submitted shall include copies of at least the following:
1. Bylaws-If there have been any changes made during that year
 2. Correspondence
 3. Membership list
 4. Minutes of meetings
 5. Conference materials

ARTICLE XII - Amendments to the Bylaws

Section A - Bylaws for this Division may be adopted, suspended, and amended at any regular meeting of the Division by a two-thirds vote of the members present provided amendments have been submitted at the previous regular meeting or by regular mail or e-mail thirty days in advance of the next regular meeting. The Bylaws may also be adopted, suspended, and amended by a regular mail or e-mail ballot of the Division by a two-thirds vote of the returned ballots provided the closing date of the ballot is at least sixty days after the date the ballots were mailed.

Section B - Any Division Bylaws adopted, suspended or amended must then be submitted to the MLA Bylaws/Handbook Committee for review and approval. Once the Committee has approved them, the Chair of the Committee presents them to the Executive Board for approval.

Adopted: April 30, 2008