

**Missouri Library Association
Handbook**

Section 5. Special Interest Groups (SIGs)

5.10 Support Staff/Paraprofessional SIG

ARTICLE I – NAME

The name of this organization shall be the Support Staff/Paraprofessional Special Interest Group, a special interest group of the Missouri Library Association, referred to hereafter as PARASIG and MLA, respectively.

ARTICLE II – MISSION

The mission of the PARASIG shall be to:

- A. Provide a forum of information for Support Staff/Paraprofessional library staff in Missouri.
- B. To be a resource for personal and professional development.

ARTICLE III – MEMBERSHIP

Members shall be those who have paid the yearly MLA dues and have selected PARASIG in the Special Interest Group section of the MLA membership application.

PARASIG is open to those members of MLA who work on a full or part-time basis in a library setting.

ARTICLE IV – STEERING COMMITTEE

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

Section B - 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.
3. Third year: Serve as Chair
4. Fourth year: Serve as Past-Chair providing guidance, support, and organizational memory.

Section C - Duties of the officers are as follows:

1. The Chair shall preside at all meetings of the Steering Committee and the SIG as a whole. The Chair shall plan, with the help of the Steering Committee, SIG programs and activities.

The Chair shall attend all MLA Executive Board meetings, as a non-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 SIG's 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 SIG programs and activities.

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 SIG, shall keep minutes of all meetings, and shall forward a copy of all meeting minutes to the Executive Director of MLA for archival purposes.

4. The Past-Chair will act as a liaison and guide for the SIG by providing guidance, support, and organizational memory.

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

Section E - 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 B.

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 SIG 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 SIG shall select new officers.

Section F - Removal from elective position

Should a SIG 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 SIG.

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

Section C – The nominating committee 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 SIG 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 SIG shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting, shall be held in conjunction with the Annual Conference of MLA. Other meetings shall be held at a time and place 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 SIG. 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 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 SIG shall annually present its goals and a timetable for accomplishing those goals for approval by the Executive Board.

Section B – The SIG shall sponsor a program at the MLA Annual Conference every year. The program may be co-sponsored with other MLA SIGs, Divisions or Committees.

Section C – The Steering Committee shall develop programs and activities that further the objectives of the SIG as stated in Article II of these Bylaws. They 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 SIGs 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 hard copy retained for archival purposes.

Section B – The Chair may wish to present an oral annual report at the MLA Annual Membership Meeting if the SIG has significant information to impart to the entire MLA membership.

ARTICLE IX – SPECIAL COMMITTEES AND INTEREST GROUPS

Section A - The Chair shall appoint committees as needed, subject to the approval of the Steering Committee.

Section B - Members interested in particular issues within the SIG shall be encouraged to organize and meet regularly for the purpose of working together on those particular issues. The Steering Committee shall approve the formation of these smaller groups and a member of the Steering Committee shall serve as a liaison to these smaller groups.

ARTICLE X – FINANCIAL SUPPORT

Section A – The SIG is eligible for financial support as provided by MLA Bylaws. Article IV, Section 4.

Section B – The Steering Committee, in planning SIG programs and activities, will prepare the proper paperwork needed to obtain the appropriate MLA funding.

ARTICLE XI – ARCHIVAL MATERIAL SUBMISSION

Section A – The SIG 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 the year.
2. Correspondence
3. Membership list
4. Minutes of meetings
5. Conference materials

ARTICLE XII – REVIEW AND DISSOLUTION

Section A – The Executive Board shall review its endorsement of this SIG annually on the basis of the SIG's annual report. This review shall be conducted as a point of business at the final Executive Board meeting. If the Executive Board determines that the SIG is not adequately contributing to the mission and goals of the Association, the Chair of the SIG shall give cause at the next Executive Board meeting why the SIG should continue to be recognized. The Board shall determine at that meeting whether to withdraw its recognition of the SIG. Upon petition by at least 40 members of the Association, the decision of the Board may be appealed to the general membership at the next Annual Business Meeting.

Section B – This SIG may choose to dissolve itself by its own initiative with a majority vote of the existing SIG members. Notice of the SIG’s vote for dissolution shall be sent to the Executive Board.

Section C – An inactive group may re-activate by meeting the criteria for formation as given in Article IV, Sections 1 and 2 of the MLA Bylaws and Section 5.1.1 of the MLA Handbook.

ARTICLE XIII – AMENDMENTS TO THE BYLAWS

Section A – Bylaws for this SIG may be adopted, suspended, and amended at any regular meeting of the SIG 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 to the SIG 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 SIG 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.

Executive Board Approved 5.30.08