

Missouri Association of College and Research Libraries (MACRL) 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 Community of Interest of the Missouri Library Association (MLA) and a chapter of the Association of College & Research Libraries (ACRL).

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, special/corporate libraries and independent research libraries in the state of Missouri.

ARTICLE III – Membership

Membership in MACRL 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

A. The Steering Committee shall be composed of five officers elected by the membership of MACRL: a Chair, a Vice-Chair, a Recorder, a Past-Chair, and an ACRL Chapter Councilor.

B. The Chair shall represent MACRL as a voting member on the Community of Interest Council.

C. Election of Steering Committee

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

a. First year: Serve as recorder of MACRL and a member of the Steering Committee.

b. Second year: Serve as Vice-Chair/Chair-Elect of MACRL and a member of the Steering Committee.

c. Third year: Serve as Chair of MACRL and a member of the Steering Committee.

d. Fourth year: Serve as Past-Chair of MACRL and a member of the Steering Committee.

2. One ACRL Chapter Councilor shall be elected at the annual meeting and shall serve a two year term of office.

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, MACRL programs and activities. The Chair shall attend all Community of Interest Council meetings as a voting member. If he/she cannot attend a meeting he/she shall designate a Steering

Committee member to represent them. At the November MLA meeting, the Chair is responsible for providing copies of required archival materials to the MLA archivist for archiving. The Chair is also responsible for providing the Vice-Chair with the documents necessary for them to function as MACRL Chair. The Chair is also responsible for working with the ACRL Program Coordinator to make sure ACRL has current contact information for MACRL officers and the Missouri listing on the ACRL Chapters Council Roster page is current.

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

3. The Recorder shall record all official actions of MACRL and shall keep minutes of all meetings, forwarding a copy of all meeting minutes to the Archivist of MLA for archival purposes and report necessary information to ACRL Chapters Council. The Recorder is responsible for the expenses of the MACRL. The Recorder is also responsible for submitting an annual report to ACRL in order to continue as an ACRL Chapter in good standing and to secure eligibility for funding and programming opportunities from ACRL (See Article X. Section C for more information).

4. In addition to MLA membership, the Chair, the Vice-Chair, and the ACRL Chapter Councilor must also maintain current memberships with ACRL. The requirement of ACRL membership for the MACRL Chair and Vice Chair is required for MACRL to maintain its ACRL Chapter status. The Recorder must become a current ACRL member in good standing before taking the Vice-Chair position.

5. The Past-Chair shall provide guidance, support, and organizational memory to the steering committee.

6. The ACRL Chapter Councilor shall attend Council meetings held during ALA Annual and Midwinter Meetings, represent the interests of MACRL within the larger organization of ACRL by voting, volunteer for Council Committees, take part in discussions, both in person and virtually, and report these activities back to the state chapter. In conjunction with the Recorder, the Chapter Councilor shall assist in preparing the ACRL annual report and submit articles to the Chapters Council newsletter. Because of the nature of the Chapter Councilor position, attendance to both ALA Midwinter and Annual conferences is highly encouraged.

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

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 MACRL 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 MACRL shall select new officers.

G. Removal from elective position. Should a MACRL officer demonstrate a pattern of failure to perform all the duties of an office, notification shall be given to the MACRL Chair. The MACRL officers shall investigate and, if appropriate, appoint a replacement until the next Annual meeting at which an election is held.

ARTICLE V – Nominations and Elections

A. Nominations are open to all members in good standing of MACRL.

B. The Chair of MACRL shall appoint a nominating committee of three members who represent varied groups, geographical areas, and interests.

C. The Nominating Committee shall solicit nominations from MACRL 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 MACRL meeting. For regular elections, thirty days' notice will be given. For special elections, the Steering Committee will give as much notice as is practical.

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 email whichever the Steering Committee determines is most expedient.

ARTICLE VI – Meetings

A. MACRL shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting of MACRL, 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.

B. Regular meetings of the Steering Committee shall be held as needed to conduct the business of MACRL. These meetings may be conducted via teleconference or e-mail. A majority of the Steering Committee shall constitute a quorum.

C. Notice of all meetings shall be submitted to the MLA webmaster by the Chair for posting on MLA's web-based calendar.

ARTICLE VII – Goals

A. MACRL shall annually present its goals and a timetable for accomplishing those goals for approval by the Community of Interest Council.

B. MACRL shall sponsor a program at the MLA Annual Conference every year. The program may be co-sponsored with other MLA, Communities of Interest or Committees.

C. The Steering Committee shall develop programs and activities that further the objectives of MACRL 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 Reports

A. The Steering Committee shall submit a written annual report to the Community of Interest Council 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 goals of MACRL, modification to the goals in light of progress, future objectives, and any additional information requested by the Community of Interest Council. The report will be published in MO INFO and a hardcopy retained for archival purposes.

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

C. The Recorder, in conjunction with the MACRL Steering Committee, is responsible for completing and submitting the ACRL Chapters Annual Report. This report consists of aligning the activities of the chapter with the overall goals of ACRL. The report must be filed every year to maintain MACRL as a Chapter in good standing, and to maintain eligibility for funding and programming opportunities. The report form can be found on the ACRL Chapters Council Website.

ARTICLE IX – Committees and Task Forces

A. The Chair shall appoint committees and task forces as needed, subject to the approval of the Steering Committee.

B. The Steering Committee functions as a nominating committee. Members of MACRL 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.

C. The Chair may appoint MACRL representatives as needed, subject to the approval of the Steering Committee. This may include, but is not limited to, representatives to the MLA Annual Conference Committee.

D. These committees or task forces shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of MACRL 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

A. MACRL is eligible for financial support as provided by MLA Bylaws, Article III, Section 7.

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

C. As a member in good standing with ACRL, MACRL is eligible for funding based on each ACRL member residing in Missouri, regardless if they are members of MLA. MACRL may spend

budgeted resources on any items or activities that support the charitable and educational purposes of ACRL's strategic goals as identified in the strategic plan with two exceptions:

1. The allotted funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences.
2. The allotted funds may not be used to purchase goods or services prohibited by ALA and ACRL policy.

ARTICLE XI - Archival Material Submission

A. MACRL Chair and/or Recorder shall submit to the MLA Archivist copies of all required information for archival purposes. The material must be submitted in written form.

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

A. Bylaws for this Community of Interest may be adopted, suspended, and amended at any regular meeting of MACRL 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 MACRL 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.

B. Any MACRL 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.

(Approved 10.4.89, Revised 10.15.92, 2.12.99, 10.02.03, 7.27.07, and 6.08.11)