

Connecticut Library Association Bylaws

Revision Approved September 2024

Table of Contents:

ARTICLE I – NAME..... 1

ARTICLE II – OBJECT..... 1

ARTICLE III – MEMBERSHIP..... 1

ARTICLE IV – OFFICERS, ELECTED REPRESENTATIVES, AND ELECTIONS..... 3

ARTICLE V – EXECUTIVE BOARD..... 7

ARTICLE VI – SECTIONS, COMMITTEES, INTEREST GROUPS, TASK FORCES, & ARCHIVIST.....8

ARTICLE VII – ASSOCIATION MEETINGS..... 14

ARTICLE VIII – YEAR..... 14

ARTICLE IX – REGIONAL ASSOCIATION & DELEGATES..... 14

ARTICLE X – ARCHIVES..... 14

ARTICLE XI – PARLIAMENTARY AUTHORITY..... 14

ARTICLE XII – AMENDMENTS..... 15

ARTICLE XIII – DISSOLUTION..... 15

ARTICLE XIV – EFFECTIVE DATE..... 15

ARTICLE I – NAME

The name of this body is the Connecticut Library Association, Incorporated. It may also be referred to, informally, as Connecticut Library Association or the acronym CLA.

ARTICLE II – OBJECT

The Association is established for educational and scientific purposes. It shall be conducted as a nonprofit corporation, to:

1. Advance the interests of library personnel and librarianship;
2. Foster communication among those interested in libraries;
3. Work for the improvement of library services to the people of the State of Connecticut.

ARTICLE III – MEMBERSHIP

1. ELIGIBILITY

Any person, institution, firm or organization may become a member upon the payment of the dues provided for in the bylaws.

2. CLASSIFICATION OF MEMBERSHIPS

Memberships of the Association are:

- a. Personal Members
 - i. Regular members - those who are employed in library service in Connecticut.
 - ii. Retired members - those who are retired from library service.
 - iii. Honorary members (dues waived) - ALA President; others as named by the CLA Executive Board.
 - iv. Student members - persons enrolled in a library degree program.
- b. Library supporters
 - i. Those who do not currently work in or have not previously worked in a library.
 - ii. Those who are not joining as members of a business or company.
 - iii. Board of Trustees and Friends that support their local libraries.
- c. Institutional Affiliates
 - i. Libraries of all kinds.
 - ii. Other non-profit institutions and organizations (examples include museums, professional organizations, schools etc.) in Connecticut interested in the work of the Association.
 - iii. Institutional affiliate memberships are tiered by "Institutional" based on criteria set forth and "Enhanced Institutional" allowing all staff of an institution to participate as members as long as they are employed by that Institution.
- d. Business/Commercial Members
 - i. Companies or corporations interested in the work of the Association.
- e. Joint Members, ALA/CLA
 - i. Students: full rights of membership in ALA and CLA.
- f. Joint Members, CLA/NELA
 - i. Students: full rights of membership in NELA and CLA.
 - ii. Individual members.
- g. Joint Members, CLA/CASL
 - i. Students: full rights of membership in CASL and CLA.
 - ii. Individual members.

3. DUES, RIGHTS & PRIVILEGES

- a. Only personal members of the Association have the right to vote and hold office.
- b. The membership year for any member of the Association shall be twelve consecutive months effective upon receipt of dues payment.
- c. Institutional Members may offer employees "member rate" registration to CLA conferences and workshops.
 - i. The number of eligible employees is determined by the dues schedule
 - ii. Discounted employee registrations must be submitted by the institution's Director
- d. The schedule of dues shall be amended in the same manner as the bylaws.

4. UNPAID DUES

Members whose dues are unpaid upon the expiration date of their membership year and

who shall continue such delinquency for two months after notice of the same has been sent, shall be dropped from membership. Lapsed members shall be reinstated upon payment of dues for the current membership year.

5. SPECIAL PROMOTIONS

Upon approval of the Executive Board special promotional membership rates may be made available from time to time.

ARTICLE IV – OFFICERS, ELECTED REPRESENTATIVES, AND ELECTIONS

1. ENUMERATION

Elected Officers. The officers of the Association are a President, a Vice President/President Elect, an Immediate Past President, a Recording Secretary, and a Treasurer.

Elected Representatives. The elected representatives of the Association are six Regional Representatives, an American Library Association Representative, and a New England Library Association Representative.

2. TERM OF OFFICE

a. Officers

- i. President. One year beginning July 1, immediately following 1-year term as Vice President/President Elect.
- ii. Vice President/President Elect. One year beginning July 1;
- iii. Immediate Past President. One year beginning July 1, immediately following 1-year term as President.
- iv. Recording Secretary. Two year term beginning July 1. May hold office for two consecutive terms.
- v. Treasurer. Two years beginning July 1 May hold office for two consecutive terms.
- vi. Assistant Treasurer. Ad hoc, may be appointed by the President, with the approval of the Executive Board.

b. Elected Representatives.

- i. Regional Representatives. Two years beginning July 1. May hold office for up to three consecutive terms.
- ii. American Library Association (ALA) Representative. Three years, subject to the by-laws and other criteria of the American Library Association, beginning at the conclusion of the ALA annual conference held in the CLA election year. May hold office for up to two consecutive terms.
- iii. New England Library Association (NELA) Representative. Two years, subject to the by-laws and other criteria of the New England Library Association, beginning at the conclusion of the NELA annual conference held in the CLA election year. May hold office for up to three consecutive terms.

3. DUTIES

a. **PRESIDENT**

The President as the chief executive officer of the Association presides at all business meetings of the Association and of the Executive Board, nominates committee chairs, and serves as *ex officio* member without vote of all units except the Committee on Nominations and Elections.

The President authorizes the payment of bills for the expenses in fields of activity which the Executive Board has approved and, together with the Treasurer, signs such contracts and other legal documents as the Executive Board authorizes.

As called for in this Article, the President may also, with the counsel of the Executive Board, fill certain vacancies. The President also serves as liaison to the Connecticut State Library Board.

b. **VICE PRESIDENT/President Elect**

The Vice President is also President Elect and automatically assumes the Presidency at the beginning of the second Association year following election or in case of a vacancy in the Office of the President.

The Vice President/President Elect acts for the President in the latter's inability to serve, serves as a member, but not the chair, of the Nominations and Elections Committee, serves as a liaison with state-wide planning groups and any such organizations from which the Board may wish to receive regular reporting. Performs other duties as assigned by the President.

c. **IMMEDIATE PAST PRESIDENT**

The Immediate Past President is the Chair of the Nominations and Elections Committee. In the event of a vacancy in the office of Immediate Past President, the President of the Association shall appoint, with the counsel of the Executive Board, a chair of the Nominations and Elections Committee.

d. **RECORDING SECRETARY**

The Recording Secretary will attend the meetings of the Association and of the Executive Board, and will record the minutes of the business meetings of the Association and the Board of Directors, and perform other functions customary to the office of a Recording Secretary. The Recording Secretary may assist the Treasurer and the Outreach Chair in the performance of their duties and will perform such other duties as may be assigned by the President.

e. **TREASURER**

The Treasurer is responsible for the receipt and recording of all funds, pays bills that have been approved by the President, and makes financial reports at meetings of the Executive Board and of the Association.

f. **REGIONAL REPRESENTATIVES**

The Regional Representatives serve as liaisons to the Association's general membership and represent its views on the Executive Board. Regional Representatives are required to identify issues important to their Region and to report these issues to the Executive Board on a monthly basis.

The Regional Representatives serve "ex officio" on the Outreach Committee, the

Awards Committee, the Legislative Committee, the Proficiency Enhancement Grants Program Committee, and other groups as determined by the Executive Board. Additional reports or studies may be requested from time to time by the President or Executive Board.

g. AMERICAN LIBRARY ASSOCIATION REPRESENTATIVE

The Association is designated as a State Chapter of the American Library Association (ALA) and is entitled to representation on its Council in accordance with the provisions in the American Library Association bylaws.

As such, the Representative serves as Connecticut Chapter Councilor on the ALA Council, participates in the meetings of the Council at mid-winter meetings and the annual conference of ALA, acts as a liaison between CLA and ALA, and represents CLA in any special meetings including those of the ALA Chapter Relations Committee. The representative must be a personal member of both associations at the time of nomination and throughout the term of office.

The Representative's term on the ALA Council begins at the conclusion of the ALA Annual conference following election.

h. NEW ENGLAND LIBRARY ASSOCIATION REPRESENTATIVE

The Representative to the New England Library Association (NELA) serves on its council and acts as liaison between the two associations as provided in the NELA Bylaws. The Representative must be a personal member of both associations at the time of nomination and throughout the term of office. The Representative's term on the NELA council begins at the conclusion of the NELA annual conference. The NELA Representative stands for election as part of the regular CLA schedule (spring), but takes office with other NELA Executive Board members following the NELA Annual Conference in the Fall of the same year.

4. CANDIDATE ELIGIBILITY

- a. GENERAL - All candidates must be personal members in good standing of the Association at the time of their nomination and, if elected, for the duration of their term of office.
- b. AMERICAN LIBRARY ASSOCIATION REPRESENTATIVE must be a member in good standing of ALA at the time of their nomination and, if elected, for the duration of their term of office.
- c. NEW ENGLAND LIBRARY ASSOCIATION REPRESENTATIVE must be a member in good standing of NELA at the time of their nomination and, if elected, for the duration of their term of office.
- d. Candidates may not be nominated for more than one elected position, and if elected, may not serve as Archivist or chair of any section or standing committee during their elected term. An exception to this may be made by a vote of the majority of the Executive Board. If such Candidate is already serving on the Executive Board they must abstain from the vote.

5. CANDIDATES

The report of the Nominations and Elections Committee will be filed with the Executive Board not less than two months before the Annual Meeting and will be announced to the membership as soon as practicable thereafter, but in any case not later than ten calendar days before the time of the Annual Meeting. Nominations from the membership may be sent to the Committee for consideration. The Committee will name at least one

person for the offices of Vice President/President Elect, Treasurer (every second year), Recording Secretary (every second year), Regional Representatives (representatives of odd numbered regions - 1, 3, 5 - are elected in odd numbered years while representatives of even numbered regions - 2,4,6 - are elected in even numbered years) and for such other positions as may be required by **IV-6** below; or for any vacancy in an elective position with a term continuing beyond the end of the fiscal year. Anyone elected to fill such a vacancy will take office immediately following the election for the balance of the unexpired term.

Additional candidates for any of these offices may be nominated by written petition of ten or more members provided that such petition has been presented to the President or the Recording Secretary by the beginning of the Annual Meeting and that written consent of the nominee is submitted with the petition.

6. ELECTIONS

Officers and representatives of the Association will be elected by ballot following the Annual Meeting as the Executive Board will determine. The Association may dispense with a ballot and conduct the election of individual officers at its Annual Meeting under the following circumstances: If the Nominations and Elections Committee nominates only a single candidate for a given office AND there are no nominations of additional candidates as defined in this ARTICLE, then the election for that office may take place by voice vote at the end of the Annual Meeting. Election is to be determined by simple majority. Association members may only vote for Regional Representatives nominated from the region the member checked on their Association membership application or renewal form. Election will be held as soon as practicable after the Annual Meeting, but before the end of the fiscal year.

7. TIE VOTES

In the event of an electoral tie vote, the Committee on Nominations and Elections will determine, with the consent of affected candidates and also the Executive Board, a fair method to determine the winner of said election. Affected candidates, or designees chosen by the candidates, will be present at the breaking of the tie.

8. VACANCIES

If a vacancy occurs in any office (except that of the President), the President, with the counsel of the Executive Board, will appoint a member of the Association to that office for the balance of the term.

The Association President and Vice President/President Elect must be elected by the general membership. In the event of a vacancy in the office of President, the Vice President/President Elect will become President and a new Vice President/President Elect will be elected by the general membership at a Special Election (if more than half of the President's term remains) or at the next regular election (if less than half of the term remains). The Special Election will follow the same timeline regarding selection of candidates and notice to members as a regular election. During the time before such an election is completed, the Past President will perform the duties of the Vice President/President Elect.

ARTICLE V – EXECUTIVE BOARD

1. COMPOSITION

The administration of the affairs of the Association is vested in an Executive Board. The Executive Board is comprised of certain voting and non-voting members:

Voting members of the Executive Board are the President, the Vice President/President Elect, the Recording Secretary, the Treasurer, the Immediate Past President, the Representative to the American Library Association, the Representative to the New England Library Association, the chairs and co-chairs of the Sections and standing committees, and the Regional Representatives. No person who serves as a voting member of the Board in more than one position may be entitled to more than one vote.

An Executive Committee, composed of the President, Vice President/President Elect, Immediate Past President, Recording Secretary and Treasurer serves at the pleasure of the President, and as defined below, assists with administrative matters.

Non-voting members of the Executive Board are chairs of special committees, roundtables, and task forces, and delegates from any library-related agency or organization.

2. MEETINGS

Regular meetings of the Executive Board are ordinarily held on an approximately monthly basis, but in no case will there be fewer than four meetings during the Association year. Meetings are held at such time and place as the Executive Board or the President determines. Notice of all regular meetings will be given to each Executive Board member no less than one full week prior to the meeting.

Special Executive Board meetings can be called at the request of the President or upon the written request of three voting members of the Executive Board. Notice of all special meetings will be given to each Executive Board member no less than three calendar days prior to the meeting, but preferably one full week prior to the meeting. The purposes for which a special meeting is called will be given in the call to meeting, and only such business as is specified in the call to meeting can be transacted.

3. QUORUM

A quorum of the Executive Board consists of a majority of its voting members currently seated on the Board. A meeting of the Board at which a quorum is not present can transact no business except to adjourn. The President, in the absence of a quorum at the stated time of the start of the meeting, will delay not less than fifteen minutes.

4. CONFLICT OF INTEREST POLICY

Members of the Connecticut Library Association Executive Board are expected to

maintain the highest standards of integrity in all their work for the association. If at any time a board member believes that they have a conflict of interest regarding an issue before the board, stemming from a personal relationship, employment relationship, or other reason, that board member should withdraw from board discussion and, if a voting member, abstain from voting on the issue.

CLA expects board members to disclose possible conflicts of interest to the board. The board will honor a member's request to withdraw from discussion and abstain from voting. No questions or explanations will be asked of a board member who makes such a request.

Should a dispute occur within the board about whether a member should be required to excuse themselves because of a perceived conflict of interest, the Executive Committee will convene, decide on a course of action, and notify the board. If a member of the Executive Committee is party to the dispute, they will not participate in making the decision.

A board member who learns of a potential conflict of interest may not proceed with deliberation on an issue until there has been an opportunity to resolve such perceived conflicts, or until the board member(s) who have such conflicts have withdrawn from the discussion about and voting on the issue.

The Connecticut Library Association shall adopt procedures to assure that any conflicting interest transactions, as that term is defined in Section 33-1127 of the C.G.S., or any excess benefit transaction, as that term is defined in Section 4958 of the Internal Revenue Code, involving a disqualified person, including directors and officers of the Connecticut Library Association, shall only be undertaken after the requisite disclosure and voting by both directors and, where appropriate, members of the Connecticut Library Association as provided in Sections 33-1129 and 33-1130 of the C.G.S. and under any relevant regulations of the I.R.S.

The Executive Board shall review conflict of interest policies and procedures at least annually, to assure that all actions taken by the Executive Board shall comply with the relevant state and federal statutes.

ARTICLE VI – SECTIONS, COMMITTEES, INTEREST GROUPS, TASK FORCES, & ARCHIVIST

1. **FINANCES.** The Association Budget will provide for the annual operating expenses of Sections, Committees, Interest Groups, Task Forces, the Archivist and any other Association entities requesting consideration for expenses. In addition, the Association budget for the Annual Meeting will include provision for expenses for speakers at sessions sponsored by the aforementioned entities. Any income received by an Association entity shall revert to the Association as a whole. Any fundraising and sponsorship activities of the Association are coordinated by the Development Committee in conjunction with the Executive Board, and revert to the Association as a whole unless otherwise specified by a donor and/or sponsor.

2. SECTIONS

a. ORGANIZATION

Fifteen or more members of the Association interested in the same general field of activity may petition the Executive Board for approval to organize a Section.

Each Section has autonomy over and responsibility for the conduct of its own affairs, subject to the restrictions imposed by the bylaws and code of conduct of the Association.

Sections will elect their own officers, be guided by their own rules, issue publications, and in general, carry on their own activities along the lines of their own interests.

Each Section will draft a set of bylaws for approval of the Executive Board. Subsequent bylaws revisions must also be approved by the Executive Board. The Executive Board may from time to time review and, in consultation with the section, require changes to the Section bylaws.

b. MEMBERSHIP

Only members of the Association can be accepted for membership in a given Section. This pertains to the governance and functional activities of a section, but not in regards to such programming that may include a public-facing element which allows for non-members to participate.

c. LEADERSHIP

There shall be no more than two (2) co-chairs for any Section at one time, who shall share one (1) vote on the Executive Board. All chairs will be required to attend a training and orientation session by the Association that will take place in conjunction with their assumption of duties.

Each Section shall have an executive board composed of but not limited to, a chair, vice-chair and secretary. No authority is granted any Section to commit the Association by any declaration of policy to incur expenses on behalf of the Association above the limitation provided for by VI-1d of this ARTICLE.

d. ACTIVITIES. While each Section has autonomy in conducting their own activities and business, the requirements to remain an active Section of the Association are as follows:

- A Chairperson of the Section, or their designee, will attend the Association's monthly board meetings to report on Section activities and issues. Only an elected Chair may vote on the Executive Board business matters.
- Communications with Section members at least quarterly. These communications may include but are not limited to Section activities, matters and reports, as well as, the Association's previously transacted business. These communications may be in the form of in-person or virtual meetings, or electronic newsletters, but are not limited to only these methods.
- Submission of at least 5 session proposals to be optioned for the Annual Conference as the subject pertains to the Section's interests.

- Offering at least 1 other workshop or program for Section members outside of the Annual Conference timeframe.
- e. **REPORTS.**
- Each Section head shall provide a monthly report concerning section activities and issues to the Executive Board, this may be sent electronically if no chairperson or designee may be in attendance.
 - Each Section head shall provide a written annual report concerning section activities and issues to the Association's Archivist no later than June 30.
 - Each Section head shall complete an annual survey provided by the Association's President prior to the June Executive Board meeting.
- f. **TERMINATION.** A Section may be discontinued by vote of the Executive Board when its existence is deemed no longer to be of advantage to the Association.
- g. **REINSTATEMENT.** A Section that has been discontinued by vote of the Executive Board will have to go through the general petition process again as stated in Article VI-1a.
- h. **COMBINING SECTIONS.** If two or more Sections feel their interest groups are similar enough to be merged, they may petition the Executive Board to combine Sections under a new single Section without having to go through the general petition process again as stated in Article VI-1a. In order to petition for this reorganization the potential new Section will be required to present Section by-laws and elect new Section officers. If approved by the Executive Board they will be expected to conduct business as one individual Section as outlined in Article VI-1.

3. STANDING COMMITTEES

Upon assuming office the President will nominate chairs for all standing committees except the Conference Program Committee and the Nominations and Elections Committee.

The Vice-President will appoint, as needed, the Program Co-Chairs of the Conference Committee (2 year term, with option to renew), the Exhibits Co-Chairs (3 year term, with option to renew) and Event Coordinator (3 year term with option to renew).

The Nominations and Elections Committee's chair shall be the immediate Past President of the association as specified in **Article VI-2f**.

All nominations for standing committee chairs are subject to election by the Executive Board; there shall be no more than two (2) co-chairs for any standing committee, who shall share one (1) vote on the Executive Board. Each committee unless otherwise specified will consist of the chair and such other Association members as the chair may appoint.

Each committee will submit an annual report to the Executive Board.

a. **BUDGET**

This committee, composed of the Executive Committee and Development Chair,

is responsible for the Association's financial policies and budget. It will prepare a Financial Plan and an annual working budget for submission to the Executive Board for action. This budget will provide for the operation of the Association. The committee will investigate and evaluate sources of funding for the support of the regular and special activities of the Association.

b. INTELLECTUAL FREEDOM

This committee will be concerned with issues which threaten intellectual freedom and will support the rights of libraries, library users, and librarians in accordance with the First Amendment to the U.S. Constitution, Article First of the Constitution of the State of Connecticut, and the Library Bill of Rights of the American Library Association. It will establish and maintain a fact-finding task force to investigate upon request alleged abuses of intellectual freedom and instances of censorship, and will recommend appropriate action to the Executive Board. It will join with allied groups to initiate, support, or oppose, as appropriate, legislation and other policies related to intellectual freedom and censorship. This committee will be responsible for the Association's *Intellectual Freedom Handbook*. The chair of this committee will serve as liaison with the Office for Intellectual Freedom of the American Library Association.

c. LEGISLATIVE

This committee will have two co-chairs. This committee will be responsible for the Association's legislative program. It will initiate legislation formulated by the Association. It will evaluate all proposed legislation, including the State Library budget, recommend legislative positions to the Executive Board, and represent and arrange for representation at legislative hearings. It will work with any legislative advocate employed by the Association and with other persons as appropriate to inform legislators of the Association's legislative positions and of the importance of libraries in meeting the information needs of the citizenry. It will make recommendations to the Board concerning the retention of a legislative advocate and will be responsible for evaluating the effectiveness of any such advocate in consultation with the Executive Committee. The Regional Representatives serve "ex officio" on this committee.

d. NOMINATIONS AND ELECTIONS

This committee is composed of the immediate Past President who shall serve as chair with consultation from the Vice-President and the chairs of the sections as needed. The Committee will report its nominations to the Executive Board not less than one full month before the Annual Meeting. Provisions are stated in ARTICLE IV. The committee will be responsible for the counting and tabulation of the ballots and for notifying all candidates of the results.

e. PROCEDURES

This committee will study and recommend to the Executive Board revisions in the Association's Constitutions and Bylaws, including Section bylaws. Its chair will serve as Association Parliamentarian. It will be responsible for the maintenance and distribution of the Executive Board Handbook. Its chair will track terms for elected members of the Executive Board and notify the Nominations Committee of positions open for election each year.

f. OUTREACH

This committee will work to improve public awareness and perception of

Connecticut libraries and the Association. It implements and supports cohesive and strategic branding and communications by the Association, and is responsible for all publications, traditional or electronic. It advances and recognizes publicity skills and accomplishments among Connecticut libraries. This committee also will develop and implement programs and procedures for increasing the membership of the Association. It will work with the Recording Secretary to maintain current, complete, and useful membership records and to respond to member inquiries concerning membership status and policies. The Regional Representatives are “ex officio” members of this committee.

g. CONFERENCE

The Conference Committee will be composed of the Vice President, the Event Coordinator (3 year term, with option to renew), two Program Co-Chairs (2 year term, with option to renew), 1-2 Exhibits Chairs (3 year term, with option to renew). The Conference Committee will meet regularly. Others involved in the Conference planning include the President, Secretary, Treasurer and Past President, the Outreach Committee to market and promote the Conference, the Development Committee to seek and facilitate sponsorships and event fundraisers, Section Chairs and Co-chairs to submit proposals for Conference content and Region Representatives to facilitate the awards and ceremony. The Event Coordinator, in conjunction with the Conference Program Committee, will recommend to the Executive Board annual conference fees and sites with input from the President and Treasurer.

h. PROFICIENCY ENHANCEMENT GRANTS (PEG)

This committee will seek funds for the PEG program, and will promote and administer it. Members of the committee will be its Chair, the chair of the CLA Support Staff Section (CLASS) “ex officio,” and the Regional Representatives “ex officio.” The committee shall recommend changes in PEG award guidelines, priorities, and related procedures to the Executive Board, which will have authority to adopt or amend such guidelines and procedures.

i. AWARDS

This committee will be responsible for selecting recipients and presenting the Association's awards. Membership shall include the Regional Representatives “ex officio,” in addition to designees from any other section or committee that offers an award.

j. CUSTOMER SERVICE

This committee will sponsor programs and workshops to improve the customer relations skills of library personnel as well as the support needed to implement these skills, and to assist library administrators, library governing authorities, and/or library staff in the implementation of programs to improve customer service.

k. ADA (Americans with Disabilities Act)

This committee will be chaired by the ADA Coordinator who will serve as a volunteer resource for program planners. The committee will advise the ADA Coordinator on matters regarding appropriate accommodations for persons with disabilities who attend meetings and programs sponsored or co-sponsored by the Association. This committee will work with other CLA Sections and committees and the library community informing them on how the ADA affects all

aspects of library services.

I. CAREER DEVELOPMENT

This committee will be concerned with policies, procedures, and problems related to library employment, staff welfare, continuing education, career development, and recruitment. It will develop and recommend to the Executive Board policies and guidelines related to the improvement of salaries, working conditions, employer/employee relations, and will inform Association members of these policies and guidelines. It will be guided in its recommendations and actions by American Library Association policy statements on Collective Bargaining and Security of Employment for Library Employees, and such other policy statements as the Board may adopt. It may establish fact-finding task forces to survey, investigate, and make recommendations on matters within its purview. This committee will also oversee the CLA mentorship, internship and scholarship programs. Each year it will review the types of programs of study students are engaged in that are eligible for scholarship support, subject to approval by the executive Board. The Committee will recommend guidelines for mentor/mentee matches, evaluate the programs it administers, and make regular reports to the Executive Board. The Committee will also endeavor to provide continuing education opportunities such as programs at the Annual Conference and an annual Leadership Institute.

m. DEVELOPMENT

This committee will handle fundraising for the Association, including, but not limited to long-term and short-term donations, virtual and in-person events, as well as any other financial opportunities for the betterment of the Association. This committee will handle all requests for grants from CLA. The committee will recommend funding to the Executive Board, which will decide on the grant, considering both budget and the grant's importance to securing CLA's mission. This committee chair will work closely with the Treasurer in accordance with the Association's overall goals and plans in regards to finances. This committee coordinates any fundraising activities and efforts by other Association members, Committees and Sections.

4. INTEREST GROUPS

Five or more members of the Association interested in the same special area of activity may petition the Executive Board for approval to organize an Interest Group. Each Interest Group has responsibility for the conduct of its own affairs, subject to the restrictions imposed by the Executive Board.

a. MEMBERSHIP

Only members of the Association can be accepted for membership in a given Interest Group.

b. ACTIVITIES

Interest Groups will elect a chair who will not be a voting member of the Executive Board. No authority is granted to any Interest Group to commit the Association by any declaration of policy or to incur expenses on behalf of the Association.

c. REPORTS

An annual report of each Interest Group's activities will be submitted to the President upon request.

d. TERMINATION

An Interest Group may be discontinued by vote of the Executive Board when its existence is deemed no longer to be of advantage to the Association.

5. SPECIAL COMMITTEES

The President may appoint chairs of special committees subject to the approval of the Executive Board. All special committees will disband at the end of the fiscal year unless their extension is recommended by the successor President and again approved by the Executive Board. The chairs of these committees will not be voting members of the Executive Board.

6. TASK FORCES

Task forces are established by vote of the Executive Board to perform special assignments, and continue in existence until their assigned task is completed or until terminated by vote of the Executive Board. Membership in task forces is open to members and non-members of the Association. Task force chairs will not, by virtue of their chair position, be voting members of the Executive Board nor will any member of the task force enjoy any benefits of membership in the Association if they are not otherwise members of the Association.

7. ARCHIVIST

The President will nominate an archivist subject to election by the Executive Board who is charged with preserving, arranging and filing of the records of the Association received from officers and chairs, and for making the records available for use. The archivist will have the same rights and be subject to the same restrictions as a standing committee chair.

ARTICLE VII – FULL MEMBERSHIP ASSOCIATION MEETINGS

1. MEETINGS

The Executive Board arranges for all annual or special meetings of the Association. The board may arrange for regional meetings within the state or with other states.

1.1 The Annual Meeting will be held at a set date within the period extending from March 15 through May 15, or as close thereto as may be practicable.

1.2 Special Association meetings can be called at the request of the President or upon the written request to any current Executive Board member by at least 3 voting members of the Association. The request will be considered by the full Executive Board and a written response will be given within a period of 60 days. The purposes for which a special meeting is called will be given in the call to meeting, and only such business as is specified in the call to meeting can be transacted.

2. NOTICE

Notice of any membership meeting, including the Annual Meeting, shall be given to each voting Member, by mail or email, no less than one week and no more than 60 days before such meeting.

3. QUORUM

Fifty voting members as determined by the Recording Secretary's record constitute a quorum for the purposes of an Association Annual or business meeting.

4. RESOLUTIONS

A resolution may be introduced by 15 voting members of the Association, a Section or a Committee, reviewed by the board and adopted by majority vote of the Board of the Association, for transmittal to any person or organization.

ARTICLE VIII – YEAR

The fiscal year of the Association begins July first. All officers assume their duties on this date, unless otherwise outlined within these bylaws.

ARTICLE IX – JOINT OR REGIONAL ASSOCIATION & DELEGATES

1. JOINT OR REGIONAL ASSOCIATION

The Association may join with other library associations to form a joint or regional association.

2. DELEGATES

The Executive Board may appoint delegates to regional and other meetings.

ARTICLE X – ARCHIVES

With the consent of the State Librarian, the Connecticut State Library will be the depository for all the minutes, papers, archives, and correspondence of the Connecticut Library Association. All original minutes and all historical data will be sent by the Archivist to the depository before each September first. All records required by the incoming officers will be left in their care and so recorded by the Archivist, and will be deposited in the State Library by the Archivist when need for them is past.

ARTICLE XI – PARLIAMENTARY AUTHORITY

“The Standard Code of Parliamentary Procedure” by Alice Sturgis, in the latest edition, governs the Association in all cases to which it is applicable and in which it is not inconsistent with the bylaws or the special rules of the Association.

ARTICLE XII – AMENDMENTS

These bylaws may be amended by a two-thirds vote of the voting members present at an Annual Meeting of the Association or voting electronically or by mail ballot, provided that the text of the proposed amendment has been included in the notice of the meeting, or in the case of an electronic or mail ballot, sent to the general Association one month prior to the deadline for their return.

ARTICLE XIII – DISSOLUTION

In the event that the Association ceases existence, all moneys and other assets which remain after liabilities have been satisfied will be transferred, for its unrestricted use, to a successor organization or agency or agencies selected by a simple majority of the voting

membership, provided that the organization or agency qualifies as a charitable organization with the meaning of Section 501 (c)(3) of the Internal Revenue code.

ARTICLE XIV – EFFECTIVE DATE

- Revised 7/1/2011 (Full revision)
- Revised 2/6/2014 (Membership)
- Revised 4/29/2014 (IV-8. VACANCIES)
- Revised 7/7/2016 (Treasurer-Elect, Conference Committee, Career Development Section) Revised 07/2017 (Candidate eligibility, regional representative update)
- Revised 07/2018 (Publicity & Communications)
- Revised (05/2021) (Conference)
- Revised (09/2024) (Full revision)
- Revised (04/2025) (Classification of Memberships- Joint Memberships)