

Kentucky Library Association Community (and Technical) College Roundtable Bylaws

ARTICLE 1: Name

The name of this organization shall be the Community and Technical College Roundtable of the Kentucky Library Association (hereafter referred to as the Roundtable).

ARTICLE 2: Purposes

The purposes of the Roundtable shall be:

- a) To facilitate communication related to library activities at community and technical (replaces junior) colleges;
- b) To engage in communication and cooperation with other organizations having similar purposes;
- c) To serve as a catalyst for the enhancement of library services in two-year institutions.

ARTICLE 3: Membership

Membership in the Roundtable shall be determined by the Kentucky Library Association upon payment of the required dues.

ARTICLE 4: Officers

A. Chair, whose responsibilities include:

- 1) Act as chief administrative officer;
- 2) Exercise supervision of the Roundtable and its activities;
- 3) Represent and speak for the Roundtable to other organizations and to the public;
- 4) Preside at meetings;
- 5) Sign correspondence and documents necessary to carry out the will of the roundtable;
- 6) Program planning;
- 7) Monitor funds of the Roundtable;
- 8) Attend KLA Board Meetings and be a member of the conference planning committee.

B. Chair-Elect, whose responsibilities include:

- 1) Assume the position of Chair at the conclusion of Chair-Elect's term;
- 2) Assume the duties of the Chair in his/her absence;
- 3) Report activities to Academic Section Newsletter Committee.

C. Secretary, whose responsibilities include:

- 1) Prepare and certify the correctness of the minutes of the meetings, or arrange for another member to record minutes;
- 2) Maintain an official book of all meetings of the Roundtable and its officers;
- 3) Provide the exact wording of a pending motion or of one acted on;

- 4) Search the minutes for information requested;
- 5) Assist with the preparation of an agenda prior to each business meeting;
- 6) Preserve all records, reports, and official documents;
- 7) Prepare and send notices of meetings and proposals;
- 8) Authenticate by signature official documents of the Roundtable;
- 9) Handle correspondence as directed.

ARTICLE 5: Terms of Officers

Officers shall assume their duties at the close of the annual Kentucky Library Association conference.

ARTICLE 6: Elections

The election of officers shall follow these procedures:

- a) A nominating committee appointed by the Chair shall present a slate of at least two (remove) candidates for each office;
- b) Opportunity shall be provided for additional nominations from the floor;
- c) Only members present during the election shall cast ballots.

ARTICLE 7: Executive Committee

The officers of the Roundtable shall constitute an Executive Committee which meets as necessary with authorization to transact business for the Roundtable between regularly scheduled meetings.

ARTICLE 8: Meetings

The Roundtable shall have regular meetings:

- a) An annual business meeting will be held during the annual Kentucky Library Association meeting to elect officers and conduct the business of the Roundtable;
- b) A quorum for the transaction of business shall be those members in attendance at a meeting;
- c) Special meetings may be called by the Executive Committee.

ARTICLE 9: Reports

The Executive Committee shall submit an annual written report to the membership. This report shall be distributed prior to or at the annual Kentucky Library Association conference.

ARTICLE 10: Committees

The Roundtable may (remove) establishes special (remove) committees as necessary:

- a) All committees shall be appointed by the Chair for a term of one year;
- b) Committees may be abolished only by a majority vote of members present at a meeting of the Roundtable;
- c) Each committee shall submit a written report prior to the annual meeting of the Roundtable and submit other reports as required by the Executive Committee.

ARTICLE 11: Finances

The Roundtable shall be financed with dues paid by the members according to the schedule established by the Kentucky Library Association. The expenditure of funds shall be the responsibility of the Executive Committee in accordance with all bylaws and policies of the Kentucky Library Association.

ARTICLE 12: Parliamentary Authority

The latest edition of Sturgis' Rules of Order shall be the parliamentary authority for the Roundtable.

ARTICLE 13: Policies

Policies may be established by a majority vote of those numbers present at a meeting of the Roundtable upon recommendation of the Executive Committee.

ARTICLE 14: Ratification

The bylaws shall become effective immediately upon adoption by a majority vote of those members present at the next annual meeting.

ARTICLE 15: Amendments

Amendments may be enacted by a majority vote of the members present at a regular meeting or one called by the Executive Committee.

Amended 4-25-05