

**NORTH CAROLINA LIBRARY
PARAPROFESSIONAL ASSOCIATION**

BYLAWS

ARTICLE I. NAME

The name of this organization shall be the North Carolina Library Paraprofessional Association, a round table of the North Carolina Library Association.

ARTICLE II. OBJECTIVES

The objectives of this organization shall be (a) to unite in this group North Carolina Library Association members interested in the Paraprofessional Association, (b) to provide an opportunity for discussions and activity, and (c) to seek to fulfill the objectives of the North Carolina Library Association.

ARTICLE III. MEMBERS

Members of the North Carolina Library Association who state a preference for this Round Table at the time of payment of the Association dues shall become members.

ARTICLE IV. OFFICERS

The officers of this organization shall be: Chair, Chair-Elect, who shall serve as Vice-Chair, Secretary, Treasurer, and four Regional Directors.

The officers shall serve for a two-year term, or until their successors are elected and have assumed their duties.

ARTICLE V. EXECUTIVE BOARD

The Executive Board shall consist of the Chair, Vice-Chair, Secretary, Treasurer, the immediate past Chair, the four Regional Directors and the chairs of all standing Committees. The standing Committee chairs shall serve as non-voting members. The Executive Board shall have general supervision of the affairs of the Round Table and shall have the power to act for the Round Table on administrative business of the Round Table in the intervals between biennial meetings. Such

administrative business shall include only that business which necessarily must be dealt with prior to the regular biennial meetings.

ARTICLE VI. MEETINGS

1. The regular meeting shall be held as a Round Table meeting of the biennial meeting of the North Carolina Library Association.

2. Special meetings may be called at the direction of the Chair, the Executive Board, or upon written request, signed by 15 members and delivered to the Executive Board of the Association.

3. A quorum for the transaction of the business of this Round Table shall consist of those members of the Round Table present at the regular biennial meeting or those members present at a specially called meeting of the Round Table. A quorum of the Executive Board shall consist of those members present.

ARTICLE VII. ELECTIONS

1. The Chair shall appoint a committee on Nominations in January of the year of the biennial conference. The committee on Nominations shall prepare a slate of candidates for each elective office to be filled by February 1 of the biennial conference year, consent being secured from the nominees.

2. The list of nominees shall be published no later than March 15 of the biennial conference year.

3. Members of the Round Table who wish to add name(s) to the official ballot must (1) notify the Chair of the Round Table of such action in writing by May 1 of the biennial conference year (2) obtain 10 signatures of members of the Round Table on the notification (3) obtain the consent of the nominee(s) to be so indicated on the notification. Nominees must be members in good standing of the Round Table.

4. A ballot containing space for write-in candidates shall be sent to voting members of the Round Table by June 1 prior to the biennial conference.

5. Ballots shall be marked and returned by July 1.

6. Candidates receiving the majority of votes shall be declared elected.

7. In case of a tie vote the successful candidate shall be determined by lot.

8. Election results shall be announced by September 1 of the biennial conference year.

9. The term of office of all officers shall commence at the adjournment of the biennial business meeting of the Round Table.

ARTICLE VIII. SPECIAL DUTIES OF OFFICERS

1. The Chair shall, with the Executive Board, appoint such committees and define their duties as may be necessary to carry on the work of the North Carolina Library Paraprofessional Association.

2. The Chair of the North Carolina Library Paraprofessional Association shall serve as an *ex officio* member on all committees with the exception of the Nominating Committee. The Chair shall also serve as Chair of the Executive Board.

3. The Chair of the Executive Board shall appoint any liaisons to other sections and round tables as appropriate.

4. The Chair-Elect shall be elected to the office, and shall assume the responsibilities and perform the duties of the Chair in the event of absence, death, disability or resignation of the Chair. He/she shall serve as Chair during the two years following his/her term as Chair-Elect.

5. The Secretary shall perform the duties normally accepted for such office.

6. The Treasurer shall perform the duties normally accepted for such office.

7. The Regional Directors shall serve on the Program committee and shall be *ex officio* members of the Membership committee. The Regional Directors shall be a liaison between the Executive Board and the general membership of the Round Table.

8. In the event of a vacancy of any elected officer or regional director of the Round Table, the Executive Board will fill the vacancy by the appointment of a member in good standing of the Round Table. Such appointment(s) shall remain in force until the next regular meeting of the Round Table.

ARTICLE IX. COMMITTEES

1. All committees shall be composed of members in good standing of NCLA/NCLPA. They shall serve until their successors have taken office, or until the committee is dissolved.

2. The powers and duties of each committee shall be determined by the Executive Board and defined in written form. One or more copies of the powers and duties of a committee shall be given to the chair of each committee at the beginning of his/her chair ship.

3. Standing Committees. The chair of the standing committees shall be appointed for the North Carolina Library Paraprofessional Association biennium. The standing committees shall include the following:

- Archives
- Conference
- Membership
- Nominating
- Program
- Communications
(was Publications)
- Scholarship

3. Special Committees. Special committees may be created and old committees discontinued at any time by the Executive Board provided that such action is not contrary to the wishes of the membership of this Round Table as expressed at the most recent meeting of the Round Table.

4. Chairs of all standing committees shall serve as non-voting members with the elected officers to make up the Executive Board. Unless otherwise directed, the Chair of the Executive Board shall appoint committee chairs only; committee members are to be appointed by the respective committee chair.

ARTICLE X. PARLIAMENTARY AUTHORITY

1. *Robert's Rules of Order*, latest edition, shall be the governing authority in any matter not specifically covered by these bylaws.

2. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the North Carolina Library Association.

ARTICLE XI. AMENDMENTS

1. These rules may be amended by a two-thirds vote of the members present at a meeting called in accordance with the bylaws of this Round Table; or by a mail ballot, provided that (1) the request for such action be submitted to the Executive Committee in writing and signed by 15 members of the Round Table, (2) the total number of returned ballots be not less than 25 percent of the membership of the Round Table, and (3) two-thirds of the mailed ballots returned shall be in the affirmative.

Adopted October 11, 1989

Revised October 20, 1993

Revised October 4, 1995

Revised October 9, 1997

Revised September 21, 2005

Revised October 18, 2007

Revised October 5, 2011