**Sample Bylaws**

#### FOR SECTIONS/ROUND TABLES

**Artilce I - Name**

The name of this organization shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the North Carolina Library Association.

**Article II - Objectives**

The objectives of this organization shall be to unite in this group North Carolina Association members interested in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to provide an opportunity for discussion and activity, and to seek to fulfill the purposes of the North Carolina Association.

**Articlee III - Members**

Members of the North Carolina Library Association who state a preference for this [section/round table] at the time of payment of Association dues shall become members.

**Article IV - Officers**

**Section 1.**he officers of this organization shall be:  Chair, Chair-Elect, who shall serve as Vice Chair, a Secretary/Treasurer, and two Directors.

**Section 2.**The Chair-Elect, the Secretary/Treasurer, and the two Directors shall be elected at the regular biennial meeting and shall serve for a two-year term, or until their successor are elected and have assumed their duties.

**Article V – Executive Committee**

The Executive committee shall consist of the Chair, the Vice-Chair, the

Secretary/Treasurer, the immediate past Chair and the two Directors.  The Executive Committee shall have general supervision of the affairs of the [section/round table] and shall have the power to act for the [section/round table] on administrative business of the [section/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 meeting.

**ARTICLE VI.  MEETINGS**

**Section 1.**The regular meeting shall be held as a [section/roundtable] meeting during the biennial meeting of the North Carolina Library Association.

**Section 2.**Special meetings may be called by the Chair, by the Executive Committee, or by the Executive Committee, or by the Executive Board of the Association of the Association upon written request, signed by 15 members.

**Section 3.**Twenty-five percent of the membership of the [section/round table] shall constitute a quorum.

**Article VII - Elections**

**Section 1.**The Chairperson shall appoint a Committee on Nominations who will present the name of at least one candidate for each elective office, consent being secured from the nominees.  Any member or members of the [section/round table] may present a candidate or candidates for the elective offices of this [section/round table] provided that they notify the Chair of the [section/round table] and that the consent of the nominee or nominees has been secured and so indicated on the notification.

**Section 2.**A majority of those attending a regular meeting shall constitute election.

**Article VIII – Special Duties of Officers**

**Section 1.**The Chair shall, with the Executive Committee, appoint such committees and define their duties as may be necessary to carry on the work of the [section/round table].

**Section 2.**The Chair shall serve as ex officio member on all committees with the exception of the Committees on Nominations.  The Chair shall also serve as Chair of the Executive Committee.

**Section 3.**New committees may be created and old committees discontinued by the Executive Committee, provided that such action is not contrary to the wishes of the membership of the membership of this [section/round table] as expressed at the most recent meeting the [section/roundtable].

**Section 4.**The Chair-Elect shall assume the responsibilities and perform the duties of the Chair in the event of absence, death, disability, or resignation of the Chair.  They shall serve as Chair during the two years following their term as Chair elect.

**Section 5.**The Secretary/Treasurer shall perform the duties normally accepted for such offices.

**Section 6.**In the event of absence, death, disability, or resignation of the Chair and the Chair-Elect during the interval between the biennial meetings, the Executive Committee shall fill such vacancy or vacancies by the appointment of a member or a members of that committee.  Such appointment or appointments shall remain in force until the next regular meeting of the [section/roundtable].

**Article IX – Parliamentary Authority**

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

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

**Article X - Amendments**

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 [section/roundtable], or by a mail ballot, provided that the request for such action be submitted to the Executive  Committee in writing and signed by 15 members of the [section/roundtable] and that the total number of returned ballots be at least 25 percent of the membership, two-thirds of which shall be affirmative.

Adopted [date]