

## **Bylaws**

### Article I - Name

The name of this organization shall be the Round Table on Special Collections of the North Carolina Library Association.

### Article II - Objectives

The objectives of this organization shall be:

Section 1. To unite in this group North Carolina Library Association members from all types of libraries who work with or are interested in special collections;

Section 2. To provide an opportunity for discussion and activity;

Section 3. To actively promote the collection, preservation and use of historical materials; and

Section 4. 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. A current North Carolina Library Association member may join the Round Table at any time upon payment of an additional fee as prescribed by the Association.

### Article IV - Officers

The officers of the Round Table shall be: Chair, Chair-Elect, who shall serve as Vice-Chair, a Secretary-Treasurer, and two Directors. 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 successors are elected and have assumed their duties.

### Article V – Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary-Treasurer, the immediate past Chair, and the two Directors. The Executive Committee 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 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

Section 1. The regular meeting shall be held as a round table meeting of the biennial meeting of the North Carolina Library Association.

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

Section 3. A quorum for the transaction of the business of this Round Table shall consist of 25 percent of the membership of the Round Table.

#### Article VII - Elections

Section 1. The Chair shall appoint a Committee on Nominations who will present the name of one candidate for each elective office, consent being secured from the nominees. Any member or members of the Round Table may present a candidate or candidates for the elective offices of this Round Table provided (a) that they notify the Chair of the Round Table of such action, in writing, (b) that the notification be signed by 10 members of the Round Table, and (c) that the consent of the nominee has been secured and so indicated on the notification.

Section 2. A majority vote 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 Round Table on Special Collections.

Section 2. The Chair of the Round Table on Special Collections shall serve as an ex officio member on all committees with the exception of the Nominating Committee. The Chair shall serve as Chair of the Executive Committee. The Chair shall also represent the Round Table on the North Carolina Library Association's Executive Board.

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 this Round Table as expressed at the most recent meeting of the Round Table.

Section 4. The Chair-Elect shall be elected to 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 shall serve as Chair during the two years following his term as Chair-Elect.

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

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 members of that committee. Such appointment or appointments shall remain in force until the next regular meeting of the Round Table.

#### 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 the 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.