

**BYLAWS OF THE COLLEGE AND UNIVERSITY LIBRARIES SECTION OF  
THE CONNECTICUT LIBRARY ASSOCIATION**

**ARTICLE I  
Name.**

The name of this section is the College and University Libraries Section (herein referred to as the Section) of the Connecticut Library Association, Incorporated (herein referred to as the Association).

**ARTICLE II  
Object.**

The object of this Section shall be to keep its members informed on developments in the area of academic librarianship, to provide a forum for the exchange of ideas related to this area of library service, and to plan and produce continuing education programs relevant to academic librarianship.

**ARTICLE III  
Membership.**

Any member in good standing of the Association who is concerned with or interested in the objectives of this Section may become a member by indicating such on the membership application or renewal form of the Association. All Section members are entitled to vote, hold office, and serve on the Executive Board of the Section. In accordance with the Bylaws of the Association, there shall be no payment of dues to the Section.

**ARTICLE IV  
Officers.**

Section 1. The officers of the Section shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer.

Section 2. TERMS OF OFFICE. The Chair and Vice-Chair shall be elected to a two-year non-succeeding term. The other officers will serve one-year terms. The vice-chair shall be the chair elect and shall serve successively as vice-chair and chair. All officers will assume their duties at the beginning of the fiscal year, July 1. In the event of a temporary vacancy in the office of the chair, the vice-chair shall assume the duties of the chair. No officer shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 3. EXECUTIVE BOARD. At least seven at-large members, representing different types and sizes of academic libraries in various geographic locations throughout the state, shall serve on the Executive Board of the Section. The term of office of

members at large shall be for three years with no term limits. A quorum for meetings of the Executive Board shall be half the Executive Board members plus one.

Section 4. DUTIES. The members shall plan educational and professional development programs throughout the year, as necessary, with at least one program being presented at the Annual Conference of the Association. In addition, the Section chair shall represent the Section and serve as a voting member of the Executive Board of the Association.

Section 5. In event of a vacancy in any office, the Chair shall appoint a member of the Section executive board to serve out the remainder of the unexpired term until the next election.

Section 6. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

## **ARTICLE V Meetings.**

Section 1. There shall be an annual meeting of the Section held in the spring, normally in conjunction with the Annual Conference of the Association.

Section 2. Special meetings may be held at the call of the Chairperson in consultation with other members of the Executive Board of the Section. Email may be used in lieu of meetings when Executive Board members must make planning and program decisions.

Section 3. Each member of the Executive Board shall be notified in writing, via email, or via announcement in the Association's newsletter, at least two weeks prior to any regular or special meeting.

Section 4. A quorum for the transaction of business shall consist of those members present and voting at a regular or special meeting.

## **ARTICLE VI Committees.**

Section 1. Executive Committee. The Chair, Vice-Chair, Secretary-Treasurer, and Past-Chair shall constitute the Executive Committee. The committee shall meet at the call of the Chair as he/she deems necessary. The Executive Committee shall have general oversight of the affairs of the Section and be subject to the orders of its members.

Section 2. Program Committee. The Executive Committee and other persons appointed by the Chair shall constitute the Program Committee. The Program Committee's primary function is to plan and execute the Section's activities.

Section 3. Nominations and Elections. The Executive Board of the Section shall appoint a Nominating Committee, which includes the Past Chair, which shall present a slate of

candidates at least once every two years. The slate shall be presented to Section members at least one month prior to the Annual Meeting of the Association. Nominations may also be made from the floor at the Section's annual spring meeting.

**ARTICLE VII**  
**Finance.**

Section 1. The fiscal year shall coincide with the fiscal year of the Association.

Section 2. Income received by the Section shall revert to the Association as a whole.

Section 3. A budget for the Section's activities will be sent to the Executive Board of the Association no later than Oct. 1 of the current fiscal year.

**ARTICLE VIII**  
**Affiliation.**

Section 1. The Section shall be affiliated with the Association in accordance with the provision of that Association's bylaws.

- a. The annual report of the Section and such other reports as requested shall be submitted to the President of the Association by the Section Chair. The Annual Report shall be submitted by the Association's stated deadline. Further, all other Section documents, minutes, and papers shall be deposited with the Association's archivist.
- b. The Chair shall be the Section's voting representative to the Association's Executive Board and shall attend its monthly meetings.

**ARTICLE IX**  
**Amendments.**

These bylaws may be amended by a two-thirds majority vote of Section members voting provided notice of the proposed amendment shall have been given in writing to all members prior to the voting. Amendments also have to be approved by the CLA Executive Board.

Revised January 2010  
Sheila Lafferty per Executive Board requirement