

ARKANSAS LIBRARY PARAPROFESSIONAL (ALPS) DIVISION BYLAWS

Let it be known that throughout this document when the word “Council” or “ALPS” is used, it is referring to the Executive Council of ALPS and when the word “Association” or “ArLA” is used, it is referring to the Arkansas Library Association.

ARTICLE I: STATEMENT

The name of this organization shall be the Arkansas Library Association Paraprofessionals Division.

ARTICLE II: PURPOSE

The purpose of this organization shall be to enhance the status and image of library paraprofessionals within libraries and the community at large, to provide a network of communication among its members, and to increase opportunities for educational and professional growth for paraprofessionals in all types of libraries.

ARTICLE III: MEMBERS & MEMBERSHIP

Division members hold membership in the Arkansas Library Association. Friends of the Division will include non-voting individuals interested in Division activities.

Article IV: OFFICERS AND REPRESENTATIVES

Section 1: The officers of the organization shall be a Chair, a Chair-Elect, a Secretary and a Treasurer. Members-at-Large shall serve as regional representatives for the nine geographical areas of the state. There will be at least one, but no more than two representatives per area. The immediate Past Chair is included in this section because he/she is a voting member of the Executive Council. Officers and Regional Representatives must hold current membership in the Arkansas Library Association.

Section 2: Duties and responsibilities of the Officers and Regional Representatives shall be as follows:

CHAIR

1. The Chair shall be the chief executive of the Division, Chairperson of the Executive Council, and the Division’s representative to the Arkansas Library Association. The Chair shall recommend to the ArLA Board such measures considered desirable to further the objectives and broaden the effectiveness of the Division. The Chair shall maintain a record of the Division’s activities to be transferred to the incoming Chair.

2. The Chair shall direct and coordinate the business and other activities of the Arkansas Library Association Paraprofessional Division.

3. The Chair shall preside over all Council meetings and the annual business meeting at the Fall Association conference.

3.a. Submit progress reports to the ArLA Executive Board meetings.

3.b. Give a brief report of the ArLA Executive Board meetings at Division Council meetings.

4. The Chair shall approve all Division expenditures and submit to the

Secretary/Treasurer as soon as possible.

5. The Chair shall prepare an annual budget request for submission to the ArLA Executive Board at the ArLA Conference business meeting.

5.a. The Chair will be directed by the President/Director of the Association through the Executive Board meetings regarding financial standing of the Association.

5.b. All requests for payment should be submitted by the end of the annual conference to ensure that they are paid out of the current year's budgeted funds.

6. The Chair shall appoint chairpersons and members of committees.

6.a. The Chair shall give direct assistance and guidance to the different committees, assisting in planning activities.

7. The Chair shall fill all vacancies that might occur in offices of the Division except that of Chair-Elect, with the approval of the Council.

8. The Chair will take the figures from the previous year's activities and compile a budget for the next year.

9. The Chair should submit a list of new officers to the ArLA Secretary/Treasurer at the annual Fall Conference general business meeting.

10. The Chair shall keep all files and records in order and at the end of the term submit all Division correspondence and transactions to the incoming Chair.

11. The Chair shall prepare an annual report of the Division's activities. This report should be thorough and cover all activities and statistics of the Division's year. Submit the report to the ALPS Executive Council in September and to the ArLA Executive Board at the ArLA Conference business meeting. Submit copies to the incoming Chair and the ArLA Executive Director.

Conference Responsibilities:

1. The Chair shall initiate planning for the annual Fall Conference program as soon as possible.

2. The Chair shall plan and conduct an annual business meeting at the Fall Conference, where officers nominated for the coming year will be elected and introduced to the membership. Nomination and election procedures will be followed as outlined in the Association's Constitution and By-Laws.

3. The Chair shall preside at all programs and the business meeting at the annual Fall Conference.

4. The Chair, with the Chair-Elect, will serve as host for program speakers and special guests.

5. Should the Chair have to step down at any time, the Chair-Elect shall assume the office and shall also serve the term for which he/she was elected.

Provision of Benefits:

The Division shall make disbursements for membership dues to the American Library Association, COLT, and the Arkansas Library Association on behalf of the Chair during his/her year of service. In addition, payment shall be made for up to 75% of registration, room, and board for the Chair to attend the ALPS Spring Conference, the ArLA Fall Conference, and Info-Bits. Such payments will be made prior to these events in lieu of reimbursements to the Chair. Any officer, committee, or member except upon authorization of the Council shall incur no expense on behalf of the Division.

CHAIR-ELECT

1. Attend all Division Council meetings.
2. Preside over Division Council meetings and/or the annual business meeting at the Fall Conference in the absence of the Chair.
3. Attend ArLA Board meetings and represent the Division in the Chair's absence.
4. Act as parliamentarian at Division Council meetings and shall follow Robert's Rules of Order.
5. Help plan all Division activities, working closely with the different committees and Division Council.
6. The Chair-Elect may wish to promote the growth of the membership by developing membership brochures, submitting articles for Arkansas Libraries, developing promotional ideas, and writing letters of welcome to new members and reminder letters to members who do not renew for the current year. This will be done by working with the Membership Committee Chair of the Association and the ArLA Executive Office.
7. The Chair-Elect shall assume the responsibilities of the Chair if that position ever becomes vacant as well as fulfilling the term for which he/she was elected.
8. If the Chair-Elect position becomes vacant, the Council shall appoint a Chair-Elect to serve only the remainder of the unexpired term.

Conference Responsibilities:

1. Serve as program chairman for the Association's annual Fall Conference program and coordinate the annual program(s) as approved by the Chair and Council.
2. Be responsible for seeing that all conference materials, handouts, or equipment are safely returned to the Chair or to the person responsible for them.
3. At the discretion of the Chair-Elect, and with the approval of the Chair and Council, a special Conference Committee may be formed for the purpose of aiding the Chair-Elect in his/her duties as Program Chair for the annual ArLA Conference.

SECRETARY

1. Attend all Division Council Meetings.
2. Read the minutes of the previous meetings and record the minutes of all business and Council meetings.
3. Type the minutes and send copies to all members of the Council within two weeks of the meeting and keep all Division minutes and correspondence on file.
4. At the end of the term, submit all files to the Chair for permanent record keeping.
5. Aid the Chair with Division correspondence as requested.
6. If the office of Secretary becomes vacant, the Council shall appoint a division member to serve the remainder of the term.

Conference Responsibilities:

1. Consult with the Chair and Chair-Elect and perform such duties as may be requested.

TREASURER

1. Attend all Division Council Meetings.
2. Arrange for the disbursement of Division funds as requested, after approval by the Council.
3. Collect all incoming monies for the Division, turning them over to the Association, and receiving a receipt for the same. Keep a record of all financial transactions, saving for his/her protection all receipts or stubs for monies collected and disbursed.
4. Prepare written financial reports for all business meetings and Council meetings, detailing incoming and outgoing transactions. All financial records shall be open to the membership for viewing.
5. If the office of the Treasurer becomes vacant, the Council shall appoint a division member to serve the remainder of the term.

Conference Responsibilities:

1. Consult with the Chair and Chair-Elect and perform such duties as may be requested.

PAST CHAIR

1. The immediate Past Chair shall serve as a member of the Council for one year succeeding his/her term as Chair. The Past Chair shall serve as chair of the Benevolence and Nominating Committees and shall carry out such duties as the Chair may assign.
2. The Past Chair, along with two other members, shall be responsible for collecting nominations for election to be held at the annual ArLA Conference. The Past Chair and this committee shall accept nominations from the ALPS Division for the offices of Chair (if vacant), Chair-Elect, Secretary and Treasurer up to one month prior to the annual ArLA Conference. Nominees must be members of the Association. The Past Chair shall notify all nominees of their nomination and determine if they are current members of ArLA. The Past Chair and this committee shall be responsible for preparing, distributing, and collecting the election ballots at the annual business meeting held at the annual ArLA Conference. All other nominating and election procedures will be followed as outlined in the Association's constitution and by-laws.
3. The Past Chair shall be responsible for the ALPS Scholarship by preparing, distributing, advertising and collecting the forms for the scholarships to attend the ArLA Fall conference and the ALPS Spring conference and shall be responsible for the fundraising to keep these funds in good standing.

Conference Responsibilities:

1. Consult with the Chair and Chair-Elect and perform such duties as may be requested.

REGIONAL REPRESENTATIVES

1. To represent paraprofessionals in their geographical regions. There are nine regions as specified by the Division. A Representative's term shall consist of no more than three years unless a replacement cannot be found at such time and then by approval of the Council.

2. Attend Division Council meetings; notify the Chair if unable to attend. Regional Representatives will be required to attend at least three of the six Council meetings a year. They may send an alternate.

3. As a regional representative, communicate with Division members and other paraprofessionals in the region. Answer any questions and act as their spokesperson at Division and Council meetings.

4. Assist the Council in obtaining information about paraprofessionals in the region, and help with publicity and organizing of special events, workshops, and seminars.

5. Assist the Conference/Special Events Committee with arrangements when a workshop, conference, or seminar is held in that region.

6. Keep a file of all correspondence and information, including an up-to-date constituent list. Pass this on to the next Representative of that region.

7. If a position of Regional Representative becomes vacant, the Council shall appoint a replacement.

HISTORIAN

This position will not be a voting member of the Council. Occasions that will require the Historian to attend and take pictures and keep a photo album will be the Leadership Exchange held in January, the ALPS Conference, the ArLA Conference, and InfoBits. The Historian's term of service will be determined by the Historian and the Chair and/or Council.

Section 3: Removal of Officers

Any officer may be removed from office for failure to adequately perform his/her duties. This removal shall be accomplished by a majority vote of the Council and written notice shall be provided the officer in question.

ARTICLE V: MEETINGS

Section 1: There shall be at least one business meeting a year held at the time of the annual Fall meeting of the Association.

Section 2: The number of paid members present shall constitute a quorum at the meeting of the Division at the ArLA Conference.

Section 3: The Chair shall call for a meeting as necessary. Called meetings shall be announced two weeks prior to the meeting date.

Section 4: A quorum of one person more than half of the Council shall be required to

conduct an official Council meeting.

ARTICLE VI: EXECUTIVE COUNCIL

Section 1: The Council will meet at least twice a year and shall act for the Division in the intervals between meetings.

Section 2: A simple majority (one person more than half) of the voting members of the Council shall constitute a quorum for the transaction of business at any meeting of the Council.

Section 3: Council meetings shall be open to all members.

ARTICLE VII: COMMITTEES

Section 1: The standing committees shall be: Nominating, Conference, Benevolence, Scholarship, and Historian. Ad Hoc committees shall be appointed when necessary.

Section 2: The Chair, with the advice and consent of the Executive Council, shall appoint the committee chairpersons and committee members, who must all be Association members.

Section 3: All committees shall maintain records of their proceedings and shall notify the Chair of all meetings.

ARTICLE VIII: AMENDMENTS OF BY-LAWS

These By-Laws may be amended by a majority of the Division members present at the annual ArLA business meeting, provided notice is given to the paid members thirty (30) days prior to the meeting. Any revision to the by-laws must be submitted first to the Council then be approved by the Association's Constitution Committee before being voted on by the ALPS Division membership. A copy of the revised by-laws shall then be sent to the Executive Director of the Association.

ARTICLE IX: CALENDAR

Section 1: Elected individuals shall assume office on January 1.

Section 2: The membership year shall correspond with the membership year of the Association which is currently January to December.

ARTICLE X: DUES & FEES

Dues are determined by the Association on a sliding salary scale and shall be paid to the Association.