

Mohave Library Alliance

By-Laws

ARTICLE I. NAME

The name of the organization shall be the Mohave Library Alliance.

ARTICLE II. PURPOSES

The purposes of the Mohave Library Alliance shall be to:

- A. form an organizational base for communication among the different types of libraries in the county;
- B. nurture resource sharing and other cooperative projects among school, public, academic, and special libraries in Mohave County and surrounding areas;
- C. disseminate information regarding cooperative efforts of libraries;
- D. acquire funding to accomplish organizational goals.

ARTICLE III. MEMBERSHIP

Section 1. General Membership

General Membership is open to any institution, organization, or individual associated with or interested in library and information service in Mohave County and neighboring communities.

Section 2. Voting Membership

Voting Membership is open to any individual who has paid the current yearly dues.

ARTICLE IV. STRUCTURE

The organization shall be structured with three (3) levels of involvement and representation:

Level 1. The Alliance as a Whole

The Alliance as a whole consists of all general and voting members and meets twice annually as defined in the by-laws.

Level 2. Cluster Groups

Cluster Groups consist of general and voting members working in their local geographic locations and meet at least four times per year as defined in the by-laws. Each cluster shall appoint a representative to the alliance board. Cluster group locations shall be in the Arizona Strip, Kingman, Lake Havasu City, La Paz county, and Mohave Valley areas. Members decide with which one cluster group they shall affiliate.

Level 3. The Alliance Board

The Alliance Board consists of elected officers and meets a minimum of four (4) times a year, as defined in the by-laws.

ARTICLE V. MEETINGS

Section 1. General Membership Meetings

General Membership Meetings (county-wide) shall be held twice a year, preferably in fall and spring. As a part of this meeting's agenda, each cluster should report on current and upcoming events, activities and plans. These meetings may be held over an ITS system; or on a rotational basis among communities. Action items will be decided by a simple majority of voting members present.

Section 2. Cluster Group Meetings

Cluster Group meetings shall be held at least, four times per year, including a September meeting for the election of officers. Clusters shall meet for the purpose of updating members on any alliance board action or strategic planning; sharing activity reports by members; and discussing any other pertinent business. Action items will be decided by a simple majority of voting members present. A report on the cluster meeting shall be sent to the MLA Secretary by the cluster representative.

Section 3. Alliance Board Meetings

Alliance Board Meetings shall be held within a week following each general membership meeting and two other times during the year, preferably near the time of or in conjunction with a cluster group meeting. Additional meetings may be held as determined by the alliance board. Action items will be decided by a majority of the Board currently serving. In the event of a tie vote, the motion is considered a failure.

Section 4. Other Forms Of Meetings

Except for alliance board meetings, meetings may take the form of programs, workshops, or other events that could benefit the general or cluster group membership.

ARTICLE VI. BOARD OFFICERS AND DUTIES

Section 1. President (1 year term)

The President shall conduct all general membership and alliance board meetings; represent the alliance in business negotiations, unless delegated to another board member; be a voting member of the alliance board; attend county-wide cluster meetings when possible; and appoint members to serve on committees as needed.

Section 2. Vice-President/President Elect (1 year term, 2 year commitment)

The Vice-President/President-Elect shall conduct general membership and alliance board meetings in the president's absence; perform tasks assigned by the president; be a voting member of the alliance board; attend countywide cluster meetings when possible; and serve as president during the second year of term.

Section 3. Secretary (2 Year Term)

The Secretary shall record minutes of the general membership and alliance board meetings and provide copies of the same to all members of the respective levels of the organization; send the completed application forms to the Membership Director as they are received; and conduct general membership and alliance board meetings in the president's and vice-president's absence. The secretary shall type and mail miscellaneous correspondence; maintain a file of all correspondence; and be a voting member of the Alliance board.

Section 4. Treasurer (2 year term)

The Treasurer shall receive all membership dues monies from the Membership Director; maintain a checking account on behalf of the alliance, and pay all approved bills. The Treasurer shall provide a fiscal report for the general membership meeting in the fall; and be a voting member of the alliance board.

Section 5. Membership Director (2 Year Term)

The Membership Director shall compile, maintain, and update the Membership Directory; maintain a membership and cluster roster and apprise the alliance board of membership status; provide a membership mailing list as needed; provide an alliance board member list to all alliance board members; send completed directories to cluster representatives for distribution to its members; and be a voting member of the alliance board.

Section 6. Cluster Representatives (1 year term)

The Cluster Representative shall schedule and conduct all local cluster meetings; represent their respective clusters at alliance board meetings; act as a liaison between cluster members and the alliance board; and provide for the recording and distribution of cluster meeting minutes to local cluster members, the other cluster groups, and the alliance board.

Section 7. Past-President (1 year term)

The immediate Past-President shall sit on the Board in an advisory capacity and shall be a voting

member. The Past-President shall serve as the Chair of the nominating committee for the upcoming Board election, and shall act as an outreach liaison to the local cluster groups. If the position becomes vacant, the total number of Board positions is reduced by one. Thus, the number needed for a majority vote would also be reduced by one.

Section 8. Parliamentarian (1 year term)

The Parliamentarian shall be appointed by the President, and will not be a voting member of the Board unless holding another office. The Parliamentarian will guide the Board in properly abiding by the bylaws of the Alliance.

Section 9. Terms Of Office

All terms of office shall begin with the fall general membership meeting; and shall run the length of time that is defined in the by-laws.

Section 10. Office Vacancies

Vacancies of all offices shall be filled by appointment by the current president. A vacancy in the office of president shall require that the vice president/president elect complete the term of the vacating president, and then also complete his/her term as president the following year. Should both the president and vice-president offices become vacant simultaneously, order of succession shall be secretary, treasurer, and membership director.

In the event of multiple, simultaneous vacancies, the remaining members serving on the Board shall appoint temporary replacements by consensus or vote until the next general meeting. In addition, any changes from the slate elected in September shall be ratified by the general membership in the fall.

If the general membership so moves, a nomination and election process, by voice, may be conducted at the general meeting instead of ratification of the temporary replacements appointed by the Board.

ARTICLE VII. ELECTIONS/APPOINTMENTS

Section 1. General Officers

General Officers (President in the organization's first year, Vice-President, Secretary, Treasurer, and Membership Director) shall be nominated by a nominating committee, which is appointed by the president. The election will be conducted by secret ballot during the September cluster group meetings. The nominating committee will appoint a minimum of two members not running for office to count the ballots.

In case of a tie, a run-off election will be held at the fall General meeting, prior to installation of new officers.

Section 2. Cluster Group Representatives

The Cluster Group Representative shall be appointed or selected at the local level by the voting members of that particular cluster group, during the September cluster group meeting. The cluster representative may be from the general or voting membership.

ARTICLE VIII. DUES

Section 1. General Membership

There shall be no dues required for general membership.

Section 2. Individual Voting Membership

Individual voting membership dues are \$15.00 per year.

Section 3. Dues Payments

Dues are payable annually on or before October 31st.

ARTICLE IX. COMMITTEES

There shall be such committees as authorized by the alliance board. The president shall appoint committee members.

ARTICLE X. AMENDMENTS TO THE BY-LAWS

Proposed amendments to the by-laws must be referred to a by-laws committee. The alliance board shall authorize a by-laws committee. Membership to the by-laws committee is by appointment by the president as defined in Article IX. When the alliance board has approved the by-laws committee's recommendations for consideration, the by-laws may be amended by a majority of the voting membership in attendance at a general membership meeting.

Adopted: September 28, 1993

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