

**Hawai'i Library Association**  
**Bylaws**  
Last revised November 2010

ARTICLE I. MEMBERSHIP

Section 1. Types of Membership

a. Personal

- (1) Regular – persons employed in library or information services, or interested in library work and the objectives of the Association.
- (2) Student – persons who are enrolled in a program for certification or degree in library and information studies.
- (3) Retiree – retired persons not employed, part-time or full-time, in a library position.
- (4) School librarian with HASL membership – persons employed as a school librarian and holding current membership in the Hawai'i Association of School Librarians.

b. Honorary

Upon nomination by the Executive Board, persons who have rendered important service to the library interests of the state may be elected honorary members for life by a majority vote of the membership present at any official annual meeting of the Association.

Section 2. Membership Rights and Privileges

- a. Personal members shall have the right to vote, hold office, and serve on any board or committee of the Association.
- b. Honorary members shall not be eligible to vote, hold office, or serve on any board or committee of the association.
- c. Members shall be entitled to membership in one section. Members may belong to additional sections upon written request to and approval of the Executive Board. Such exceptions will be granted for a period of one year.

ARTICLE II. DUES AND FEES

## Section 1. Membership Dues

- a. Dues shall be determined by the Executive Board, subject to ratification by a two thirds vote of the membership present and voting at the next official business meeting, provided that at least thirty (30) days advance notice of the proposed change be given to the members, or at any official annual meeting by the unanimous approval of those members attending and voting.
- b. The membership year for any member of the Association shall be twelve consecutive months, effective the month payment of dues is received. Individual dues become due again the same month of the following year. Members whose dues are unpaid by their individual renewal anniversary shall be dropped from membership, but may be reinstated effective the month in which payment of dues is received.
- c. Honorary members shall pay no dues.
- d. The dues to be paid shall be as follows:
  1. Regular, salary to \$30,000 per year \$30
  2. Regular, salary over \$30,000 per year \$40
  3. Student \$15
  4. Retiree \$15
  5. School librarian with HASL membership \$15
  6. Honorary – no dues

## Section 2. Fees

- a. For all persons attending any annual or special meeting of the Association, there may be a registration fee and/or exhibit fee to be fixed by the Executive Board.

## ARTICLE III. NOMINATIONS AND ELECTIONS

### Section 1. Nominations and Elections Committee

- a. Three months before the annual meeting, the President, with the approval of the Executive Board, shall appoint a Nominations and Elections Committee of three members, no one of whom shall be a member of the Executive Board, to nominate candidates and conduct the elections for the elective positions of Vice-President/President-Elect and two Directors.
- b. Every other year, candidates shall be nominated for the positions of Secretary and Treasurer.

- c. Every third year, candidates shall be nominated for the position of American Library Association Councilor.
- d. Names of the candidates shall be announced to the membership not less than one month prior to the election. Additional nominations may be made by members of the Association by writing in the name of the nominee on the ballot circulated.

Section 2. No person shall be nominated who is not a member of the Association in good standing and whose consent has not been obtained.

Section 3. Ballots shall be distributed not later than the one month prior to the annual meeting and shall be returned no later than two weeks prior to the annual meeting.

Section 4. In cases where there is more than one candidate for an office, the candidate receiving the largest number of votes shall be elected.

Section 5. In cases where there are more than two candidates for the two director positions, the two candidates receiving the largest number of votes shall be elected.

#### ARTICLE IV. EXECUTIVE BOARD

##### Section 1. Duties and responsibilities of the Executive Board

- a. Attend at least 75% of the regularly scheduled meetings as a requirement for continued membership on the Executive Board, unless excused.
- b. Follow the provisions of the Constitution, Bylaws and Handbook and notify the President of any revisions that may be needed.
- c. Maintain a file of documents, related to the office or position held. Weed extraneous items and turn over any material more than two years old to HLA Archives. Pass the file to the successor.
- d. The President shall call a meeting of the Executive Board within a month following the annual meeting, to commence carrying out plans for the year. Meetings shall be called once every month thereafter, unless omitted by vote of the Executive Board. Additional meetings may be called at the discretion of the President.

- e. The Executive Board, within 60 days of taking office, shall adopt a budget for expenditures during the year, with planned expenditures not to exceed anticipated income. No additional financial obligations shall be incurred by officers, members or committees unless authorized by two-thirds vote of the members of the Executive Board present at a meeting and no payments shall be made by the Treasurer without prior authorization. However, moneys from the Association treasury allotted to a section or a committee by the Executive Board or separate funds raised by a section or a committee may be expended by them for purposes approved by the Executive Board without authorization for individual items, except as otherwise specifically stated in [this] the Constitution and Bylaws.

Section 2. Any vacancy occurring on the Executive Board shall be filled in the following manner:

- a. The President.

The President-Elect shall automatically assume the duties but not the office of the President.

- b. The Vice-President/President-Elect.

A successor is chosen by a special election conducted in accordance with the rules governing general elections, unless the vacancy occurs within two months immediately preceding distribution of ballots for the annual elections. Nominees will be those designated as candidates for the office of President.

- c. The Secretary, Treasurer, ALA Councilor, or Directors.

The vacancies shall be filled until the completion of the annual election through appointment by the President subject to approval of the Executive Board. If more than one year remains in the term of office, the election of a successor to complete the term shall be part of the annual elections.

- d. The Section Chairs.

Any vacancy shall be filled in accordance with the bylaws of the section.

- e. Members of the Executive Board filling vacancies as described above shall assume their duties immediately upon selection.+

## ARTICLE V. MEETINGS

- Section 1. General meetings of the Association shall be held annually at such place and time determined by the Executive Board.
- Section 2. Additional meetings of the Association may be held at the direction of the Executive Board.
- Section 3. The presence of five percent of the membership in good standing shall constitute a quorum for transaction of business at any official meeting of the Association.

#### ARTICLE VI. SECTIONS

- Section 1. The Executive Board may authorize the organization of a section of any group of members of the Association interested in the same field of librarianship, either a type of library or type of activity, or subject specialization, upon the petition of twenty-five members of the Association. Under exceptional circumstances, the Executive Board may authorize sections having fewer than twenty-five members.
- Section 2. The Executive Board may discontinue a section when in the opinion of the Board the usefulness of the section has ceased. Lack of meetings or other activity or lack of membership interest shall be deemed sufficient reason for discontinuance.
- Section 3. Each section shall represent a field of activity and responsibility clearly distinct from that of other sections.
- Section 4. Each section shall be completely self-governing, but shall act only through the Executive Board in matters which affect the relations of the Association with the public or the relation of the section with the Association.
- Section 5. The terms of office of section Chair shall coincide with that of the President of the Association.
- Section 6. When a new section is authorized by the Executive Board, one of the petitioners shall be appointed by the Association President to serve as temporary Chair until a section election is held.
- Section 7. Each section shall draw up bylaws appropriate to its activities. Such bylaws and

any revisions shall be submitted to the Executive Board for approval, and a copy will be filed with the Secretary of the Association.

Section 8. A Chair and any other officers deemed necessary shall be elected by each section prior to the annual meeting. Only one vote is permitted from each section at Executive Board meetings.

Section 9. Section meetings shall be scheduled at the discretion of each section Chair.

## ARTICLE VII. ROUNDTABLES

Section 1. The Executive Board may authorize the organization of a Roundtable of any group of members of the Association interested in the same philosophical or professional dimension of librarianship, upon the petition of twenty-five members of the Association. Under exceptional circumstance, the Executive Board may authorize Roundtables having fewer than twenty-five members.

Section 2. The Executive Board may discontinue a Roundtable when, in the opinion of the Board, the usefulness of the Roundtable has ceased. Lack of meetings or other activity or lack of membership interest shall be deemed sufficient reason for discontinuance.

Section 3. Each Roundtable shall represent a unique approach towards the profession of librarianship.

Section 4. Each Roundtable shall be completely self-governing, but shall act only through the Executive Board in matters which affect the relations of the Association with the public, or the relation of the Roundtable with the Association.

Section 5. The terms of office of the Roundtable Chair shall coincide with that of the President of the Association.

Section 6. When a new Roundtable is authorized by the Executive Board, one of the petitioners shall be appointed by the Association President to serve as temporary Chair until a Roundtable election is held.

Section 7. Each Roundtable shall draw up bylaws appropriate to its activities. Such bylaws and any revisions shall be submitted to the Executive Board for approval, and a copy will be filed with the Secretary of the Association.

Section 8. A Chair and any other officers deemed necessary shall be elected by each Roundtable prior to the annual meeting. Only one vote is permitted from each Roundtable at Executive Board meetings.

Section 9. Roundtable meetings shall be scheduled at the discretion of each Roundtable Chair.

Section 10. There is no limit on the number of Roundtables that HLA members can join.

#### ARTICLE VIII. COMMITTEES

Section 1. Standing committees shall consist of the following:

- a. Conference Committee to arrange the annual meetings of the Association. The chair shall appoint such sub-committee chairs as are necessary to carry out the duties of the committee.
- b. Legislative Committee whose duty shall be to work for governmental action favorable to libraries and librarianship in Hawai'i.
- c. Membership Committee to:
  - (1) Promote HLA membership;
  - (2) Receive suggestions and make recommendations for honorary members;
  - (3) Write resolutions appropriate to each proposed honorary member and present resolutions at the meeting when honorary memberships are approved.
- d. Publications Committee to:
  - (1) Coordinate the publications program of the Association in accordance with policy formulated by the Executive Board;
  - (2) Advise upon budget requirements and format of all publications of the Association.

- e. Mentoring Program Committee to promote mentor/mentee relationships among HLA members thereby strengthening professional connections and sharing knowledge, experience, and expertise for the mutual benefit and continued improvement of Hawai'i libraries.

Section 2. Financial Audit Committee

A Financial Audit Committee of three members, no one of whom is a member of the Executive Board, shall be appointed by the President to audit the accounts and report at the May meeting of the Executive Board.

ARTICLE IX. AD HOC COMMITTEES

Section 1. Ad Hoc committees shall be established as needed by the President.

Section 2. Such committees shall serve for a one-year period or less.

ARTICLE X. PUBLICATIONS

Section 1. The official publication of the Association shall be called the HLA Newsletter.

Section 2. The Association may also publish an official Journal and such other publications as may be deemed desirable.

Section 3. All additional publications shall be authorized and prices set by the Executive Board. Any new association or section periodical requiring the expenditure of Association funds shall be approved by a majority vote of the membership present at a general meeting.

Section 4. All editors shall be appointed annually by the President.

ARTICLE XI. AFFILIATIONS

Section 1. The Association upon recommendation of the Executive Board may affiliate the Association with any state or regional organization having purposes similar to the



Association.

Section 2. The financial relationship of the Association and its affiliates shall be determined by the Executive Board and the governing body of the affiliate.

## ARTICLE XII. AUTHORITY

Section 1. Robert's Rules of Order (Revised), in the latest available edition, shall govern the Association in all cases in which it can be applied and in which it is not inconsistent with the Constitution and Bylaws of the Association.

## ARTICLE XIII. AMENDMENTS

Section 1. The bylaws may be amended at any official business meeting of the Association by a two-thirds vote of the members present and voting, provided that at least thirty (30) days advance notice of the proposed change be given to the members, or at any official annual meeting by the unanimous approval of those members attending and voting.