

BYLAWS OF THE IOWA LIBRARY ASSOCIATION

ARTICLE I - NAME

The name of this Association will be the Iowa Library Association (ILA).

ARTICLE II - PURPOSE

The purpose of the Association will be to further library development and information management and to promote professional interests. The Association will take a leadership role in defining issues by providing channels for the free exchange of ideas concerning library issues and for developing consensus in the library community.

The Association will formulate and publish informational statements relative to library issues, lobby for legislative changes as needed, foster programs of continuing education and provide appropriate support in the implementation of projects.

The Association will have the power to carry out its purposes.

ARTICLE III - MEMBERSHIP

Section 1. Members

Any person, library or other organization interested in library service and information management may become a member upon payment of the dues provided for in Section 4 of this Article.

Section 2. Classification of Membership.

Membership of the Association will consist of:

1. Voting Members
 1. Personal Members
 1. Personal Members of the ILA are members who are employed, full or part-time at a library. Personal members may receive the designation of "Sustaining Members" if they adhere to the description of "Sustaining Member" from the ILA Organizational Manual.
 2. Student Members
 1. Student Members of the ILA are members who are pursuing a degree, a student with full or part-time status. Student memberships may be linked with an ALA membership and are limited to 5 years.
 3. Retired and Transitional Members

1. Retired and Transitional Members of the ILA are members who have retired from library service, who are in transition between library service jobs, or who have graduated and are awaiting employment.
4. Trustee Members
 1. Trustee Members of the ILA are members who currently serve as library trustees. Trustee Members are voting members of the ILA.
3. Non-Voting Members
 1. Library Institutional Members
 1. Library Institutional Members are members of the ILA who hold an organizational membership. This membership includes a Catalyst subscription and one annual conference registration at the member rates.
 2. Friend of ILA
 1. Friends of ILA are members of the ILA who are supporters of libraries and the library industry.
 3. Corporate Memberships of the Association will consist of:
 1. Patron Members
 1. Patron Members are Corporate Members who receive benefits as outlined in the ILA Organizational Manual.
 2. Supporting Members
 1. Supporting Members are Corporate Members who receive benefits as outlined in the ILA Organizational Manual.
 3. Associate Members
 1. Associate Members are Corporate Members who receive benefits as outlined in the ILA Organizational Manual.
 4. Affiliate Members
 1. Affiliate Members are Corporate Members who receive benefits as outlined in the ILA Organizational Manual.

Section 3. Rights and Privileges

All members of the Association will have access to Association publications. Only Voting Members will have the right to vote, and hold office. All members will be eligible for membership in any Subdivision.

Section 4. Dues

The Executive Board will establish the membership dues for all member categories.

Section 5. Membership Year

The membership year will be the calendar year. Members whose dues are unpaid on March 15 will be dropped from membership.

Section 6. Fiscal Year

The fiscal year will be the calendar year. The fiscal year will govern all business activities of the Association except as otherwise provided in the Bylaws.

ARTICLE IV - OFFICERS

Section 1. Officers

The officers of this Association will consist of a President, a Vice President (who also serves as President-Elect), an immediate Past President, a Secretary, a Treasurer, and a Parliamentarian. All officer positions have voting rights except for the position of Parliamentarian, which is a non-voting Board position.

Section 2. Nomination and Election

The Vice President will be nominated as provided in Article VI and elected annually by the membership to serve one year each as Vice President, President and Past President successively. The Secretary, Treasurer and Parliamentarian will be appointed by the Executive Board to serve at the pleasure of the Board.

Section 3. Duties

The officers of the Association shall perform the usual duties of their respective offices and such other duties as may assigned to them in the Bylaws or by action of the Executive Board.

Section 4. Terms of Office

Terms of office will begin on January 1 following the election. No elected officer will be reelected to serve a second term consecutively.

Section 5. Vacancies

A vacancy in the office of President will be filled for the unexpired term by automatic advance of the Vice President. The Vice President will complete the unexpired term of the President and then serve his/her own year as President. A vacancy in the office of Vice President will be filled as prescribed by Article V Section 6 of the Bylaws.

ARTICLE V - EXECUTIVE BOARD

Section 1. Composition and Election

The Executive Board will consist of:

- the elected and appointed Association Officers as detailed in Article IV, together with
 - the necessary number of elected ILA/ALA Councilors, and
 - six (6) at-large Board members
1. Officers are elected or appointed as provided in Article IV, Section 2.
 2. At-large Board members are elected by the membership for three years. Their terms will expire in different years, two members being elected each year.
 3. ILA/ALA Councilor(s) will be elected at the interval and under the conditions required by these Bylaws and those of the American Library Association.

Section 2. Terms of Office

At-large Board members and ILA/ALA Councilors may succeed to a consecutive term of office or may be elected to another position, but only to a limit which would place that person on the Executive Board for no more than six (6) consecutive years. Executive Board members take office January 1 following their election.

Section 3. Powers

1. Determine the policies and programs of the Association.
2. Manage the affairs of the Association subject to its Bylaws and be vested with title to all property of the Association.
3. Have jurisdiction over all the affairs of the Association except when a Business Meeting is in session.
4. Employ staff or contract for services as necessary for the efficient management of the Association.
5. Designate districts within the State to facilitate the work of the Association.

Section 4. Meetings

The Executive Board will meet at least five times a year, at times and places the President deems advisable. An affirmative vote of the majority of members with voting privileges is required to approve actions. The President or three members of the Executive Board may call a Board meeting with at least seven days' notice to all Board members. Unless otherwise provided in the Articles of Incorporation, these Bylaws, or the Not-for-Profit Corporation Law of the State of Iowa, any action required or permitted to be taken by the Executive Board of the Iowa Library Association may be taken without a meeting. An affirmative vote of all members with voting privileges is required to approve actions taken without a meeting. The results of the vote will be confirmed promptly in writing or by electronic transmission. These results will be read into the minutes of the next board meeting and the transmissions will be filed with those minutes.

Section 5. Quorum

A majority of the voting members of the Executive Board will constitute a quorum.

Section 6. Vacancies

The Executive Board will fill all vacancies on the Executive Board between elections except for the President and unless they deem it necessary and desirable to hold a special election. The ALA Councilor and the Vice President/President-Elect may be appointed to serve only until an election can be held and for a maximum of one year. Such special elections will follow all normal procedures. An Executive Board position may be left vacant if the length of anticipated vacancy lasts fewer than 11 months.

ARTICLE VI - NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

The Executive Board will approve the appointment of a Nominating Committee. No members of this Committee will be members of the Executive Board. The Committee will nominate candidates for elective positions including the filling of vacancies when a special election is deemed necessary by the Executive Board.

Section 2. Elected Officers and At-Large Board Members

1. The Nominating Committee will nominate no fewer than two candidates for each position. In selecting nominees, care should be exercised to provide balanced representation of the various constituencies of the Association. No person may be nominated for or serve in an elected position on the Executive Board unless he or she is a Voting Member the Association.
2. ALA Councilor Nominations. Candidates for ALA Councilor will be nominated by the ILA Nominating Committee according to these Bylaws, ILA policies and the directives of the American Library Association. Candidates may also be included on the ballot through nomination by petition (Article VI, Sec. 2D). All candidates must be current members of both ILA and ALA.
3. Nominating Committee Report. The Nominating Committee will prepare a report of its nominations which will be filed with the Executive Board and distributed to the membership according to Association policies and with ample time for nomination by petition.
4. Nomination by Petition. Additional nominations may be made to any elective office by filing with the President, within 60-days of the annual conference, a petition of nominations signed by at least 25 Voting Members of the Association and accompanied by the written consent of the nominee. Petitions can be filed in paper at the ILA office or electronically.

Section 3. Elections

Elections will be conducted in such a manner as the Executive Board will determine, to include electronic elections. The Executive Board will have charge of reviewing all votes cast. For each office the candidate receiving the largest number of votes will be elected and will be so reported to the Association by the Executive Board. In the case of a tie vote, the successful candidate will be determined by a vote of the Executive Board.

ARTICLE VII - MEETINGS

Section 1. Annual Conference

The Annual Conference of the Association will be held at such time and place as may be designated by the Executive Board, including virtual conferences. The Annual Conference will be open to anyone upon payment of the registration fees as fixed by the Executive Board.

Section 2. Annual Business Meeting

The Business Meeting of the Association membership may be held during the Annual Conference, be it in-person or virtual. Only Voting Members may vote in the Business Meeting. No proxy votes allowed.

The membership will have jurisdiction over all affairs of the Association while the Business Meeting is in session.

Section 3. Special Business Meetings

Special Business Meetings of the membership may be called by the Executive Board, and will be called by the President on request of not fewer than five percent of the Voting Members of the Association provided that at least five days' notice will be given each member of the time, place, and the purpose(s) for which each Special Business Meeting is called. The business of each Special Business Meeting will be limited to that specified in the call, and to such other business as may properly come before the meeting. Only Voting Members may vote in a Special Business Meeting.

Section 4. Other Non-business Meetings

The Association may plan meetings, workshops or any type of service training for the membership. Association sponsored events will be held at such times and places as may be designated by the Executive Board. The meetings will be open to anyone upon payment of the registration fees as fixed by the Executive Board. Subdivisions may also hold meetings, workshops or any type of service training for their members.

Section 5. Cooperative Meetings.

Cooperative meetings may be arranged by the Executive Board to include other state library organizations and such other organizations as may desire to join such a meeting.

Section 6. Votes on Special Issues

1. The Executive Board may authorize votes on special issues between Annual Business Meetings. Voting will be in such manner as determined by the Executive Board, and includes virtual voting.
2. The membership may authorize a vote by petition of five percent or more of the Voting Members of the Association. The vote will be limited to the issue specified in the petition. If the issue concerns decisions made by the officers or Executive Board the petition must be submitted within 90 days of the publication of the minutes reporting the decision.
3. A full explanation of the issue will be sent to Voting Members prior to the voting. The Executive Board will set reasonable time limits for the ballots to be received.
4. Five percent of Voting Members will constitute a quorum and a 2/3 majority of those voting will decide the issue. This information will be included with the ballot.

Section 7. Quorum, Membership Count, and Voting Methods

Five percent of the Voting Members will constitute a quorum at any Annual or Special Business Meeting. December 31 of the previous year will be used when a membership count is required. Voting will be conducted in such manner as the Executive Board will determine, including the use of electronic ballots and voting. The Executive Board will have charge of reviewing all votes cast.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees

Standing committees consider matters of the Association that require continuity of attention. Members and chairs of committees will be appointed by the President, Vice President/President Elect and Past President, subject to the approval of the Executive Board. Committee members may serve two consecutive three-year terms with the exception of the Leadership Development Committee members who may serve two consecutive four-year terms. Following a two-year absence from the committee, the member would be eligible for reappointment to that committee. Standing committees will include:

- Awards
- Communications
- Conference Planning
- Diversity & Inclusion
- Finance
- Governmental Affairs
- Intellectual Freedom
- Leadership Development
- Membership
- Nominating

Section 2. Revision of Standing Committees

Addition or deletion of standing committees may be made only by a change in the Bylaws as provided for in Article XI.

Section 3. Ad Hoc Committees

Ad hoc committees may be created by the Executive Board to carry out a specific charge. Members and chairs will be appointed by the President subject to the approval of the Executive Board. The terms of appointment end with the conclusion of the committee's assignment or at a specified time.

Section 4. Committee Appointments

All persons appointed to Committees, whether standing or ad hoc, are required to be Voting Members of the Association.

Section 5. Committee Quorum

A quorum of a Committee will be a majority of its members. Ex-officio committee members will not be counted toward a quorum.

ARTICLE IX - SUBDIVISIONS

Section 1. Creation

To stimulate and provide for the interests of special groups, Subdivisions may be created with the approval of the Executive Board.

Section 2. Subdivisions

Subdivisions composed of members of the Association may be established for discussion and action upon professional development needs, interests and areas of concern (including library service and information management) distinct from existing units and fulfilling the goals and objectives of the Association. A Subdivision may make recommendations to the Executive Board but cannot establish policy or take any action in the name of the Association unless so directed by the Executive Board. The Executive Board will establish criteria which must be met by Subdivisions in order to be recognized and operate as official units of the Association and will have final approval over the establishment of any Subdivision.

Section 3. Dues and Expenditures

Subdivisions will be self-supporting. Members may assess dues if they so choose. Such dues will be collected, maintained and dispersed through the Association office. Expenditures will be approved by the Subdivision head and the President of the Association in accordance with established Association financial policies.

Section 4. Dissolution

Upon dissolution of the Subdivision, and payment of all outstanding obligations, all assets will be transferred to the Iowa Library Association.

ARTICLE X - FINANCIAL AUDITS

An audit of the financial records of the Association will be conducted by an outside firm as outlined in the Organizational Manual. A self-audit will be conducted annually in years when an external audit is not performed for the Association financial records. The Executive Board will appoint a committee of at least four ILA Members, to include the Treasurer and at least one ILA officer, for the self-audit. The Executive Board will be responsible for requesting the outside audit.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended either by a 2/3 majority of the Voting Members present at a Business Meeting or by a ballot, as provided in Article VII, Section 7. The proposed changes will have been made available to the membership at least thirty days before the vote. Amendments will take effect immediately unless otherwise specified. Amendments will not conflict with the Association Articles of Incorporation.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules of order governing the Association will be those of the latest edition of Robert's Rules of Order Newly Revised, in all cases when they are applicable and when they are not in conflict with the Bylaws of the Association.

Bylaws Revision History

April 28, 2004
May 3, 2004
November 2004
December 2, 2004
February 1, 2006
October 26, 2006
March 16, 2007
May 26, 2007
October 25, 2007
November 7, 2007
May 7, 2008
September 10, 2008
December 31, 2008
March 19, 2009
July 29, 2009
November 11, 2009
October 10, 2012
October 24, 2013
October 15, 2015
October 13, 2016
October 25, 2018
November 2, 2020