

# **SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION BY-LAWS**

## **1.0. Membership**

### **1.1. Criteria**

- 1.1.1. Members shall be libraries of institutions that are engaged in theological education primarily at the graduate level and which are accredited or formally seeking accreditation by a recognized accrediting agency.
- 1.1.2. Such libraries shall have their own library facilities within the SEPTLA region with adequate collection and accessibility to support their academic programs and the interests of SEPTLA. There must be a demonstrated ongoing commitment to maintain the same.

### **1.2. Duties and Responsibilities of Members**

- 1.2.1 Members shall demonstrate a commitment to the association's constitution and bylaws.
- 1.2.2 Members shall participate in those cooperative agreements that are adopted by a vote of the members.
- 1.2.3 Members shall remain current in the payment of annual dues of the association.
- 1.2.4. Members are expected to encourage their library staff to attend meetings of the association and be active participants involved in its activities and interest groups.
- 1.2.5 Members shall have one officially designated voting representative to this association.

### **1.3 Admission, Resignation, Withdrawal**

- 1.3.1. A library may request membership by applying in writing to the President. The Executive Committee will review the request, conduct a site visit, and present a report of recommended actions to the Members. A library may be elected as a Member by a majority vote of the designated voting representatives of the Members present at an announced meeting of the association.
- 1.3.2. A Member may resign by written notice to the President.
- 1.3.3. The Members may vote to withdraw membership from a Member for nonpayment of dues or other just cause.

## **2.0. Finances**

- 2.1. Annual dues of \$75.00 (or as revised by vote of the membership from time to time) per member institution shall be submitted to the Treasurer no later than October 30th of each fiscal year.

- 2.2. Other costs of cooperative endeavors and special endeavors may be levied from time to time in accord with agreements for the endeavor or by majority vote of the Member institutions.
- 2.3. The fiscal year of the association shall be July 1 to June 30.

### **3.0. Contributed Services**

Officers of the association, chairs of committees and leaders of cooperative endeavors shall serve without remuneration.

### **4.0. Election of Officers**

- 4.1. Elections shall be held annually at the Spring meeting.
- 4.2. Nominations are to be solicited from the staffs of the Member institutions by the Past President. The slate of candidates is to be published in the newsletter prior to the Spring meeting. Additional nominations may be submitted by the general membership from the floor at the Spring meeting.
- 4.3. If there are two or more candidates for an office, election shall be conducted by means of paper ballot. If there is only one candidate for an office, election may be by acclamation or voice vote.
- 4.4. A simple majority of persons present from Members institutions and voting at the annual Spring meeting will be sufficient for election.

### **5.0. Terms of Office**

- 5.1. Officers shall serve a term of one year unless otherwise provided in these Bylaws.
- 5.2. Newly elected officers shall begin their term of service upon the adjournment of the Spring meeting.
- 5.3. The President and Secretary may stand for re-election for a consecutive second one-year term. If the President is re-elected for a second term, the Past President shall serve a second term as chair of the Executive Committee.
- 5.4. The term of Treasurer shall be four years. The Treasurer may stand for reelection for one additional term.
- 5.5. Chairs of each interest group shall begin their term of service upon the adjournment of the Fall meeting. A Chair may stand for re-election for a consecutive second one-year term.

### **5.6. Vacancies**

- 5.6.1. In the case of incapacity or resignation of the President, the Past President shall fill the office until the next election. Lacking an incumbent, the Executive Committee shall fill the office until the next annual meeting.
- 5.6.2. Vacancies in any other office shall be filled by appointment by the Executive Committee with the appointee to serve the remainder of the term.

- 5.6.3. Service by appointment shall not disqualify the appointee from eligibility for reelection in the next following election to a full term.
- 5.6.4. Office held by a person no longer employed by a Member institution of the association shall be declared vacant at the time of separation from the institution.

## **6.0. Duties of Officers**

### **6.1. President**

- 6.1.1. The President shall preside at all plenary meetings of the association.
- 6.1.2. The President shall also be responsible for preparing a column for each issue of Teamwork.
- 6.1.3. The President shall serve as a member of the Executive Committee during the time of service as president and while in the capacity of immediate past president.
- 6.1.4. The President, with the assistance of the Executive Committee, shall schedule a review of all official SEPTLA documents during their first term.
- 6.1.5. The President, with his or her email address, will be listed as the official contact on the SEPTLA Website and be responsible for prompt response to inquiries made via the Website.

### **6.2. Secretary**

- 6.2.1. The Secretary shall record minutes of the general membership meetings of the association and shall forward them to the Executive Committee for editing, and then to the Editor of Teamwork for distribution in the next edition.
- 6.2.2. The Secretary shall canvas the members' library directors for updates to the online SEPTLA Directory before the fall meeting each year. The Secretary shall ensure that the additions/corrections to the Directory are updated on the web page.
- 6.2.3. The Secretary shall serve as a member of the Executive Committee.
- 6.2.4. The Secretary shall send a packet of SEPTLA bylaws and direct-borrowing agreement for the signature of a new library director in a Member institution.

### **6.3. Treasurer**

- 6.3.1. The Treasurer shall hold any moneys of the association and maintain records of income and expense, and provide reports during each Executive Committee meeting and plenary business meeting.
- 6.3.2. The Treasurer shall serve as a member of the Executive Committee.

#### **6.4. Past President**

- 6.4.1. The Past President shall actively assist the President in the administration of the Executive Committee and the plenary business meetings. In the absence of or at the request of the President, the Past President shall chair meetings as needed.
- 6.4.2. The Past President shall take minutes of the Executive Committee Meetings and shall forward them to the Executive Committee for editing, and then to the Editor of Teamwork for distribution in the next edition.
- 6.4.3. The Past President shall solicit nominations for those offices to be filled in the annual elections.

#### **6.5. Editor, Teamwork**

- 6.5.1. The Editor of Teamwork, the newsletter of the association, shall be appointed by the Executive Committee.
- 6.5.2. The Editor of Teamwork shall report to the Secretary.
- 6.5.3. The Editor of Teamwork is responsible for collecting and publishing three issues per annum.

#### **6.6. Webmaster**

- 6.6.1. The Webmaster shall be appointed by the Executive Committee.
- 6.6.2. The Webmaster is responsible for keeping the SEPTLA website current.
- 6.6.3. The Webmaster shall report to the chair of the Technology Interest Group.

#### **6.7. Archivist**

- 6.7.1. The Archivist shall be appointed by the Executive Committee from among the members of the Executive Committee.
- 6.7.2. The Archivist is responsible for keeping all the historical records of SEPTLA.
- 6.7.3. The Archivist shall obtain a snapshot of the SEPTLA Website in May shortly before the May meeting and file this copy in the SEPTLA archives.

### **7.0. Programs & Projects**

#### **7.1. Definition and Determination**

- 7.1.1. The entire association or any group of libraries of the association may undertake projects which enhance services, cooperation, access or resources for those libraries.
- 7.1.2. To be recognized as an undertaking of the association, the endeavor must receive endorsement by affirmative majority vote at a regular meeting of the association

#### **7.2. Participation/Withdrawal**

- 7.2.1. Most endeavors of the association are to be voluntarily undertaken by the members. In so far as possible different libraries will undertake various aspects of the work to minimize outlay of moneys or separate accounting.

- 7.2.2. For endeavors which require financial commitments to outside entities, institutions opting to participate in a particular endeavor shall be responsible for their fair share of costs as determined at the inception, or adjusted underway, even if they later chose to withdraw from the project.
- 7.2.3. Agreements may also be forged if one or more institutions undertake a program on behalf of the association that requires the outlay of moneys or staff support beyond the ability of the institution to support. Such agreements, including projected costs, shall be made in writing and subscribed to by participating libraries prior to such undertakings.

**7.3. Assessments**

Assessments to participating libraries may be made by the project director(s) to cover expenses for programs adopted by the association and subscribed to by member libraries.

**7.4. Penalties**

At the discretion of and upon the action of the association various penalties may be imposed upon libraries failing to meet obligations within specified times. Dependent on the severity of the problem penalties may range from an additional financial charge to the removal of a library from a program or removal from membership in the association.

**8.0. Interest Groups**

- 8.1. The association may have interest groups.
- 8.2. Upon petition by three or more members and approval by a majority of members voting at any plenary business session new interest groups may be constituted and named in section 8.5 below.
- 8.3. Interest groups shall determine their own form or organization, but shall have a Chair and Secretary. Elections will take place during the Fall meeting within the interest groups sessions and formally announced during the plenary business meeting that follows.
- 8.4. The Chair of each interest group will serve on the Executive Committee.
- 8.5. The current constituted interest groups are Cataloging, Reference/Information Literacy, and Information Technology/ Systems.

**9.0. Executive Committee**

- 9.1. There shall be an Executive Committee which is charged with long-range planning for the association and overseeing the fulfillment of the officers' duties.
- 9.2. The Executive Committee shall consist of the President, Past President, Secretary, Treasurer, the Chair of the Continuing Education Committee, and the Chairs of the Interest Groups.
- 9.3. The President shall serve as Chair of the Executive Committee.

- 9.4 The Continuing Education Committee shall consist of a Chair and three individuals appointed by the Executive Committee. The responsibilities of the committee shall be to promote the educational development of SEPTLA by organizing Afternoon Workshops at each plenary meeting and a Biannual Full Day Workshop. The Chair is responsible to submit grant requests to subsidize continuing education.

**10.0. Rules of Order**

Robert's Rules of Order, latest edition, shall serve as the guide for the conduct of business unless otherwise provided in the constitution and by-laws.

**11.0. Amendments**

These By-laws may be amended by a two-thirds majority vote of the Members. Such amendments shall be distributed in writing to the Members, and the vote shall be conducted by mail or at a duly called business meeting, with each Member having one vote.

*Revised & Approved February 15, 2008*