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:
   A. Personal Members
   B. Sustaining Members
   C. Library Institutional Members
   D. Corporate Members

Section 3. Rights and Privileges
All members of the Association will have access to Association publications. Only Personal Members will have the right to vote, hold office, and receive membership rates at conferences. All members will be eligible for membership in any Subdivision.

Section 4. Dues
There will be an established Dues Schedule. Changes in the schedule will be proposed by the Executive Board and presented to the membership for approval as provided for in Article XI (Amendments).

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. Lapsed members may be reinstated upon payment of dues for the current year.
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/President-Elect, an immediate Past President, a Secretary and a Treasurer.

Section 2. Nomination and Election
The Vice President/President-Elect 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 and Treasurer 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 be assigned 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/President-Elect. The Vice President/President-Elect 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/President-Elect 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

A. Officers are elected or appointed as provided in Article IV, Section 2.
B. 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.
C. 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
A. Determine the policies and programs of the Association.
B. Manage the affairs of the Association subject to its Bylaws and be vested with title to all property of the Association.
C. Have jurisdiction over all the affairs of the Association except when a Business Meeting is in session.
D. Employ staff or contract for services as necessary for the efficient management of the Association.
E. 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. 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 of the voting members will be required to approve the action. 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 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.

ARTICLE VI - NOMINATIONS AND ELECTIONS
Section 1. Nominating Committee
The Executive Board will approve 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
A. 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 Executive Board unless he or she is a Personal Member of the Association.
B. 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.
C. 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.

D. Nomination by Petition. Additional nominations may be made to any elective office by filing with the President, not less than four months prior to the next annual conference, a petition of nominations signed by at least 25 Personal Members of the Association and accompanied by the written consent of the nominee.

Section 3. Elections

Elections will be conducted in such manner as the Executive Board will determine. The Executive Board will have charge of the elections and the counting and tabulating of 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. 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 will be held during the Annual Conference. Only Personal 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 Personal 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

A. 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.

B. The membership may authorize a mail 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.

C. A full explanation of the issue will be sent to Personal Members prior to the voting. The Executive Board will set reasonable time limits for the ballots to be received.

D. Twenty-five percent of Personal 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 and Membership Count

Five percent of the Personal 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.

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
- Bylaws and Organization Manual
- Communications
- Conference Planning
- Finance
- Governmental Affairs
- Intellectual Freedom
- Leadership Development
- Membership
- Nominating
- Strategic Planning

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 Personal
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 done by an outside firm on a periodic basis and at such times as there is a change in the individual (Treasurer) responsible for the Association financial records. The Executive Board will be responsible for arranging for the outside audit. The Executive Board may, in year when an outside audit is not done, appoint an ad hoc committee to review the financial records of the Association.

ARTICLE XI - AMENDMENTS
These Bylaws may be amended either by a 2/3 majority of the Personal 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.
DUES SCHEDULE

A. Personal Members

<table>
<thead>
<tr>
<th>Library Employee - Annual Salary ($)</th>
<th>Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-9,999</td>
<td>$ 30.00</td>
</tr>
<tr>
<td>10,000-19,999</td>
<td>$ 45.00</td>
</tr>
<tr>
<td>20,000-29,999</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>30,000-39,999</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>40,000-49,999</td>
<td>$ 90.00</td>
</tr>
<tr>
<td>50,000-59,999</td>
<td>$ 105.00</td>
</tr>
<tr>
<td>60,000 -</td>
<td>$ 120.00</td>
</tr>
</tbody>
</table>

Other Personal Memberships:

Full-Time Library School Student (2 year maximum) Free

Trustee/ Iowa Commission of Libraries Commissioner $ 30.00
   Iowa Library Trustee Association (ILTA) $ 5.00

Friend
   Any person not employed by a library, related agency, or serving as a library trustee $ 25.00

B. Sustaining Members

$ 30.00

This is an individual membership in addition to personal membership dues. Sustaining members will be recognized in various ILA publications and at conference.

C. Library Institutional Members

This membership includes a Catalyst subscription and one annual conference registration at the member rates. This membership does not include voting rights.

<table>
<thead>
<tr>
<th>ILS Population Size/ FTE Students</th>
<th>Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-999</td>
<td>$ 40.00</td>
</tr>
<tr>
<td>1000-4999</td>
<td>$ 80.00</td>
</tr>
<tr>
<td>5000-9999</td>
<td>$ 120.00</td>
</tr>
<tr>
<td>10,000+</td>
<td>$ 160.00</td>
</tr>
</tbody>
</table>

Allows an institution to send one person to the conference at the member registration rate.
D. Corporate Members

- Patron: $1000.00
- Supporting: $500.00
- Associate: $275.00
- Affiliate: $125.00

Catalyst Subscription Only: $50.00
Catalyst Subscription (online - out of country): $60.00

Subdivision Dues

- Community College Librarians Roundtable: $0.00 (NC)
- Government Documents Roundtable: $5.00
- Health Sciences: $5.00
- Information Technology: $5.00
- Iowa Association of School Librarians: $0.00 (NC)
- Iowa Chapter ACRL: $5.00
- Iowa Small Library Association: $5.00
- Library Leadership & Management Association: $5.00
- Local History & Genealogy: $5.00
- Public Library Forum: $5.00
- Reader’s Advisory Roundtable: $0.00 (NC)
- Resources & Technical Services: $1.00
- Storytellers Roundtable: $5.00
- Student Subdivision: $0.00 (NC)
- Support Personnel: $2.00
- Youth Services: $5.00

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