Iowa Small Library Association
Constitution and By-Laws

Article I: Name
The organization will be called The Iowa Small Library Association (ISLA).

Article II: Purpose
1. To discover the consensus among small libraries on issues that affect them.
2. To act in an advocacy role to communicate the concerns and views of small public libraries to the Iowa Library Association, the State Library of Iowa, community leaders, elected officials and the general public.
3. To provide a channel for receiving information on issues affecting small public libraries.
4. To provide a means to share problems, solutions, programs, experiences and ideals of concern to small public libraries.
5. To encourage active participation in other organizations relating to the library profession.

Article III: Membership
Section 1: Membership will be open to any ILA personal member interested in the concerns of small public libraries.

Section 2: Annual membership dues are $5.00 per person. Dues may be changed at any regular meeting, provided that all members have been notified of the proposed changes at least thirty (30) days prior to the meeting. Dues may be changed by a majority vote of those attending the meeting.

Section 3: The membership year will be the calendar year.

Article IV: Officers
Section 1: Officers will include a President, Vice-President/President Elect, Treasurer, Secretary, Public Relations Officer, and Immediate Past President, ex officio.

Section 2: The Executive Board will consist of the elected officers. Their duties will be as follows:

President: to preside at all meetings, to act as a contact person for the Iowa Small Library Association, and to act as ex-officio, non-voting member of all ISLA committees.

Vice-President/President Elect: to preside at meetings in the absence of the President and to collect nominees for officers each year to be presented at the fall conference business meeting.

Secretary: to record the minutes of the business meetings and the Executive Board meetings, to provide copies and notification of those meetings to all members.

Treasurer: to work with the ILA Treasurer and report to the membership at large regarding income and expenditures.
Immediate Past President: to provide continuity and serve in an advisory capacity, act as an ex-officio member and to promote ISLA.

Public Relations Officer: To handle the public relation needs of ISLA, including but not limited to the creation and dissemination of the newsletter, update and promote ISLA’s social media accounts, and plan and promote the Spring Meeting.

Section 3: Officers will be elected from a slate of candidates prepared by the Vice-President/President Elect. A brief biography and statement of interest prepared by each candidate will be made available to all members by the Fall Business Meeting. Write-ins will be allowed. For each position, the candidate receiving the most votes will be elected. In the case of a tie vote, the successful candidate will be determined by the majority vote of the ISLA Executive Board.

Elections of new officers will take place during the Fall Business Meeting with the membership present. Candidates will be sought for starting in August. Nominations from the floor will be allowed. Candidates will be presented for each position but do not have to attend the business meeting to be elected.

Section 4: The Vice-President/President Elect will be nominated to serve one year each as Vice-President and President, in succession.

All other terms of office will be two years.

Vacancies may be filled by appointment by the Executive Board.

An officer may be elected to the same office for no more than two consecutive terms.

The Vice-President/President Elect will be elected each year. The Public Relations Officer will be elected in one year and the Secretary and Treasurer in the alternate years.

Officers will assume their duties at the first ISLA Executive Board meeting following the fall meeting. All information from each of the retired officers will be handed to the incoming President to disseminate at the Executive Board meeting to new officers.

Section 5: Funds will be disbursed by the ILA Office in accordance with ILA Finance Policies and as authorized by the ISLA Treasurer and the ISLA President.

Article V: Executive Board
The Executive Board consists of the President, Vice-President/President Elect, Secretary, Treasurer, Public Relations Officer, and Immediate Past President. The Board holds at least two meetings a year separate from Spring and Fall membership meetings to discuss problems, concerns, and encourage participation at the ILA Conference and membership in ISLA.
The Executive Board will prepare a yearly budget for approval at the Fall meeting for the next calendar year.

The Executive Board has the authority to establish and administer awards and scholarships.

The Executive Board, as needed will appoint ad-hoc committees.

**Article VI: Meetings**

Section 1: Membership meetings will be held in the Spring and Fall of the year. The Spring meeting will be scheduled by the Executive Board. The Fall Business Meeting will coincide with the ILA Annual Conference.

Section 2: A simple majority will decide an issue.

Section 3: A quorum will equal the number of members attending any regular meeting.

Section 4: Notification of meetings will be sent at least 30 days prior to the meeting.

Section 5: All meetings will be conducted according to Robert’s Rules of Order (latest edition)

**Article VII: Revision and Amendments**

These By-Laws may be revised or amended at any membership meeting by a two-thirds vote, provided each member receives the proposed amendments at least thirty (30) days prior to the meeting.

**Article VIII: Dissolution**

Section 1: The Iowa Small Library Association may be dissolved by a membership vote at a regular business meeting by two-thirds vote, provided each member receives the proposal to dissolve at least thirty (30) days prior to the meeting.

Section 2: All funds, assets and/or property will revert to the Iowa Library Association.

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