

# ASSOCIATION OF PUBLIC LIBRARY ADMINISTRATORS OF SOUTH CAROLINA

## BY-LAWS

### ARTICLE I-NAME

The name of this organization shall be the Association of Public Library Administrators of South Carolina.

### ARTICLE II-DEFINITION OF ADMINISTRATOR

For the purpose of these by-laws a Public Library Administrator is understood to mean the Chief Executive Officer of any County, Multi-County, or Municipal Public Library System within South Carolina.

### ARTICLE III-MISSION/VISION/PURPOSES

**Mission:** SCAPLA is the collective voice to ensure exceptional public library services across South Carolina.

**Vision:** SCAPLA's vision is that public libraries are seen as essential to a high quality of life in South Carolina.

The purpose of this Association shall be to strengthen ties among public library administrators in South Carolina; to foster closer cooperation between public library administrators, the South Carolina State Library, the South Carolina Library Association and its' affiliates, and other interested groups dedicated to the mutual goals of continued public library development and improved funding of public libraries within South Carolina; to promote public awareness and support for public libraries in South Carolina; to encourage discussions among public library administrators in an effort to seek solutions to common problems; and to provide continuing education opportunities for public library administrators.

### ARTICLE IV-MEMBERSHIP AND DUES

- Section 1: Any chief executive officer of a public library in South Carolina is eligible for membership.
- Section 2: The Director of the South Carolina State Library shall be invited to attend meetings of this Association in a non-voting capacity.
- Section 3: Each basic dues paying member shall be entitled to one vote, to participate in the work done by the various committees and to hold office. Electronic voting, as initiated by the Executive Board, is allowed.
- Section 4: Dues shall be payable annually, and shall become due on the first day of January.
- Section 5: The dues shall be drafted annually by the Executive Board, and proposed to the general membership for approval at the November meeting.

## **ARTICLE V-OFFICERS**

- Section 1: The officers of the Association shall be a President, a Vice President/President-Elect, a Secretary, a Treasurer, Immediate Past President and two At-Large Delegates. All shall be elected for a one-year term, with the opportunity to serve an additional year, by the general membership at the meeting in January of each year and shall take office upon adjournment of that meeting.  
APLA members who wish to serve as an officer are required to serve on a committee for at least one year before being eligible to serve.
- Section 2: The President, with the approval of the Executive Board, shall fill any vacancy occurring among the officers until the annual election.
- Section 3: The Vice-President/President-Elect shall assume the duties of the President in the event of absence, death, disability or resignation of the President. In this event, the new President shall schedule a special election for the position of Vice-President /President-Elect within two months of the new President taking office. The new President shall serve the balance of the previous President's term, plus the full-term for which the person was elected. The new Vice-President /President-Elect shall assume office after the President has served his/her full-term.

## **ARTICLE VI-COMMITTEES**

- Section 1: The President, with the Executive Board, shall appoint committees and assign such duties as may be necessary to carry out the program and purpose of the Association.
- Section 2: The Nominating Committee will consist of a Chairperson and two members.
- a) The report of the Nominating Committee, which shall include the names of the officers to be elected, the liaison to the South Carolina Association of Counties, the liaison to the South Carolina Library Association, and the liaison to the South Carolina State Library Board shall be sent to the membership at least two weeks prior to the November meeting.
  - b) Additional nominations may be made from the floor, providing the consent of the nominee has been secured.
  - c) All nominees shall be members in good standing.
- Section 3: A Legislative Committee will be appointed for a one-year term consisting of a Chairperson and at least two members who are not officers.
- Section 4: A Continuing Education Committee will be appointed for a one-year term consisting of a Chairperson and at least two members who are not officers.
- Section 5: Ad hoc committees will be appointed as needed.
- Section 6: Committee chairpersons and members may be reappointed for up to three consecutive years, with no limit on the total years served.

## **ARTICLE VII-EXECUTIVE BOARD**

- Section 1: The Executive Board shall be formed of the elected officers of the Association. APLA members who wish to serve on the Executive Board are required to serve on a committee for at least one year before being eligible to serve.
- Section 2: The Director of the South Carolina State Library, or his/her appointed representative, may be invited to attend the Executive Board meetings in a non-voting capacity.
- Section 3: A majority of the Executive Board shall constitute a quorum.
- Section 4: There shall be at least two regular meetings of the Executive Board annually, with additional work being done through e-mail and listservs. Electronic voting is allowed. The President may call special meetings of the Executive Board at any time. The Association's membership shall be notified at least two weeks in advance of Executive Board meetings. Notification will include the date, time and location of the Executive Board meeting and a listing of the items to be discussed.
- Section 5: The Executive Board shall manage the affairs of the Association, and shall exercise on its behalf all the rights, powers, and duties of the Association other than the power to amend these By-laws and the power to dissolve the Association.
- Section 6: All meetings of the Executive Board shall be open to any interested observer. The Executive Board reserves the right to hold Executive Sessions as necessary.

## **ARTICLE VIII-MEETINGS**

- Section 1: There shall be at least four meetings of the membership each year. Any items for action must be presented to the membership as a recommendation from a committee, and a quorum of 15 members must be present.
- Section 2: At the November meeting each year, Officers shall be elected.
- Section 3: The time and place of all meetings shall be determined by the Executive Board. Adequate notification shall be given to the membership.
- Section 4: The Executive Board may call a special meeting of the Association at any time.
- Section 5: A member of the Association who cannot attend a meeting may appoint a staff member to attend the meeting in a voting capacity. Appointees may speak on any and all matters considered in a membership meeting.
- Section 6: All meetings of the Association shall be open to interested observers, but observers may not participate unless so invited by the President.
- Section 7: Electronic Voting is permitted under these Bylaws. Such calls of votes are to be reserved for issues of importance. This may arise, for example, in the event a quorum is not present at a formal meeting, or in the event that Board action is considered desirable at a time between regularly scheduled meetings.

## **ARTICLE IX-FUNDS**

- Section 1: All funds shall be invested in the name of, or deposited to the account of, the Association of Public Library Administrators of South Carolina, and shall be disbursed by the Treasurer as authorized by the Executive Board.
- Section 2: The budget for this organization will run from January 01 through December 31 of each calendar year. The Treasurer shall submit a financial report to the membership at each meeting. The budget for the upcoming year will be approved at the November meeting. An annual financial report shall be submitted at the January meeting. A designee of the Executive Board, other than the treasurer, will review the financial records for the past year.
- Section 3: Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **ARTICLE X-CONFLICT OF INTEREST**

When any such interest become relevant to any subject requiring action by the Board of Directors or any of its committees, the board member having a conflict shall call it to the attention of the Board or committee, and the Board member shall not vote on the subject in which the member has a conflict of interest, shall not use personal influence, and in those cases where the quorum of the meeting is called for the purpose of voting on the subject has not been established, the Board member shall not be counted.

If excluded from voting because of a conflict of interest, a Board member will be required to briefly state the nature of the conflict, and may be requested to answer pertinent questions of other board members when that Board member's knowledge of the subject will assist the Board or any of its committees. The Board may request that a Board member thus excluded from voting on a subject leave the meeting temporarily while the subject is debated and voted upon. The minutes of the meeting shall reflect that a disclosure was made, that the Board member who stated a conflict of interest did abstain from voting, and, in those cases where the quorum was not already established, that the Board member was not counted in determining the quorum.

## **ARTICLE XI-AMENDMENTS**

Amendments to these By-laws may be enacted at any meeting of the Association by a two-thirds vote of those present and voting, provided that there is a quorum of fifteen members, and provided that the proposed change(s) or changes have been presented to the membership at least two weeks before the meeting at which the voting is scheduled to be taken.

## **ARTICLE XII-PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, Revised, when not in conflict with these by-laws, shall govern the proceedings of this Association.

Last Updated and Approved 03-18-2022