

**ASSOCIATED COLLEGE LIBRARIES OF CENTRAL PENNSYLVANIA  
BYLAWS**

*ADOPTED MARCH 11, 1999*  
*AMENDED NOVEMBER 30, 2001*  
*AMENDED AUGUST 14, 2006*  
*AMENDED DECEMBER 5, 2007*  
***ADOPTED NOVEMBER 14, 2011***  
*AMENDED OCTOBER 27, 2017*

**ARTICLE I — NAME**

The name of the organization shall be the Associated College Libraries of Central Pennsylvania (hereinafter referred to also as ACLCP and the Association).

**ARTICLE II — MISSION**

- A. The mission of the Associated College Libraries of Central Pennsylvania, a consortium of academic and research libraries united by a rich heritage of and strong commitment to sharing, is to enhance each member's ability to serve its primary clientele.
- B. Purposes:
  - 1. To enhance the knowledge and expertise of member staffs.
  - 2. To share information and library resources as well as the expertise of individuals.

**ARTICLE III — BUSINESS AND FISCAL YEAR**

The business and fiscal year of the ACLCP shall begin on July 1 and end on June 30. In all references to terms of office in these Bylaws, the terms shall begin on July 1.

**ARTICLE IV — MEMBERSHIP**

- A. Membership shall be for libraries of not-for-profit academic degree-granting institutions and other research libraries in Pennsylvania and contiguous states.
- B. Standards for Membership:
  - 1. Resources. Members must have resources sufficient to serve the majority of the needs of their primary patrons and that increase access to resources by other members' patrons.
  - 2. Staff. Members must participate in the leadership and volunteer activities of the Association.
  - 3. Finances. Members must be financially sound.
  - 4. New Members
    - a. Libraries seeking membership in the Association shall submit a letter to the Chair of the Executive Committee demonstrating their compliance with ACLCP standards for membership.
    - b. The Board of Directors will determine whether the applicant meets membership criteria, and if approved, an on-site visit by an appointed ad hoc committee of

directors and support personnel will be scheduled by the Chair of the Executive Committee.

- c. The committee will prepare and submit a report of the visit and give its recommendations to the Chair.
- d. The Chair will present the committee's report and recommendations to the Board of Directors for a vote.

C. Membership Dues

1. Membership dues shall be annual and shall be set each year by the Executive Committee and approved by the Board of Directors by March 31.
2. Any member whose dues remain unpaid by October 1 shall be dropped from membership.
3. A Library may withdraw from membership by written notice to the ACLCP Executive Committee Chair.

D. Reinstatement requests shall be handled as a new membership.

## **ARTICLE V — GOVERNANCE**

Governance of the Association shall consist of the Board of Directors and the Executive Committee.

A. Board of Directors

1. The purpose of the Board is to provide general guidance for the ACLCP in fulfillment of its mission.
2. Membership:
  - a. All library directors (or their equivalents/designees) of member libraries.
  - b. All members of the Board of Directors shall have one vote and are expected to attend any scheduled meeting of the Board.
3. Responsibilities:
  - a. Approve the annual operating plan and budget of the Association.
  - b. Set the annual membership dues.
  - c. Consider, clarify and approve proposed amendments to the Bylaws.
  - d. Approve consortial agreements which will obligate individual institutions financially.
  - e. Approve policy statements.
  - f. Approve new members to the Association.
  - g. Keep contact information current.

B. Executive Committee

1. Responsibilities:
  - a. Implement the annual plan and the policies for the Association.
  - b. Approve requests for the formation of Special Interest Groups.
  - c. Develop the annual operating plan and budget of the ACLCP for presentation to the Board of Directors.
  - d. Formulate policy statements.
  - e. Implement rotation schedule for appointment of officers.
  - f. Arrange for an annual review of the financial records.
  - g. Hire and supervise all positions deemed necessary for the operation of the Association.
  - h. Supervise the distribution of ballots and collection of votes.
2. Membership:

- a. Chair
  - b. Vice-Chair/Chair-Elect
  - c. Immediate Past Chair
  - d. Treasurer
  - e. Secretary
  - f. Co-Chairs of the Programs Committee
  - g. Administrative Assistant (*ex officio*)
3. All members of the Executive Committee who are not *ex officio* members shall have one vote.
  4. Meetings: The Executive Committee shall meet at least four times per year either in-person or virtually.

#### C. Officers

##### 1. Chair

- a. The Chair shall be a library director (or designee) who succeeds to the office after serving as Vice-Chair/Chair-Elect.
- b. The term of office shall be one year and is determined by a set alphabetical rotation schedule established by the Board of Directors.
- c. Responsibilities:
  1. Act as the chief executive officer of the ACLCP Association on behalf of the Board of Directors and Executive Committee.
  2. Assure that the programs are carried out and that progress is made toward the goals of the Association.
  3. Call, prepare agendas for, and chair the meetings of the Board of Directors.
  4. Appoint the co-chairs of the Programs Committee.
  5. Determine the need for ad hoc committees, appoint the chairs, charge them with their purposes, and set a deadline for their actions.
  6. Represent the ACLCP at meetings of other groups as necessary.
  7. Report at least once each year to the Board of Directors, at least four times each year to the Executive Committee, and at each Association meeting.

##### 2. Vice Chair/Chair Elect

- a. The Vice Chair/Chair Elect shall be a library director (or designee) who will become Chair in the following year.
- b. The term of office shall be one year and is determined by a set alphabetical rotation schedule agreed to by the Board of Directors.
- c. Responsibilities:
  1. Assist the Chair with the business of the Association.
  2. Chair the meetings of the Board of Directors in the Chair's absence.
  3. Maintain a pool of volunteers for selection as an officer or committee member.
  4. Serve as liaison with the Special Interest Groups.

##### 3. Past Chair

- a. The Past Chair shall be the Library Director (or designee) who succeeds to the office after serving as Chair.
- b. The term of office shall be one year and will assume the role as Parliamentarian for the organization.
- c. Responsibilities:

1. Attend all Board of Directors and Executive Committee meetings to resolve any parliamentary issues.
  2. Draft, upon recommendation by the Board of Directors, amendments to these Bylaws.
  3. Serve as orientation leader for new officers and chairs.
4. Treasurer
- a. The Treasurer shall be an employee of one of the ACLCP member libraries. The Treasurer shall be familiar with accounting procedures, shall be custodian of all funds of the Association, and shall pay Association bills as authorized.
  - b. The Treasurer is appointed by the Chair of the Executive Committee from the list of volunteers with a term of office of 2 years with a limit of two consecutive terms.
  - c. The Treasurer may be bonded at the discretion of the Board of Directors.
  - d. Responsibilities:
    1. Maintain and update financial records for the Association.
    2. Send bills for dues, assessments and services, collect payments, notify members and other parties who are in arrears, and pay all properly verified obligations.
    3. Keep a record of institutional participation.
    4. Prepare the annual budget as directed by the Executive Committee.
    5. Recommend investment of any excess funds to the Board of Directors and administer all approved investments.
    6. Report on the financial condition of the ACLCP at each meeting of the Executive Committee and at least annually for the Board of Directors.
    7. Provide any assistance and information necessary for the annual review of financial records.
5. Secretary
- a. The Secretary shall be an employee of one of the members of ACLCP.
  - b. The Secretary is appointed by the Chair of the Executive Committee from the list of volunteers with a term of office of 2 years with a limit of two consecutive terms.
  - c. Responsibilities:
    1. Record and distribute a written record of Board of Directors and Executive Committee meetings.
    2. Maintain a list of current Special Interest Groups and their co-chairs.
    3. Receive and make available the annual written record of Special Interest Group activities and attendance.
6. Unfulfilled Terms of Office: If any officer is unable to fulfill the term of office, the Executive Committee shall appoint a replacement to finish out the term.

## **ARTICLE VI — COMMITTEES**

### **A. Programs Committee**

1. Purpose: Plan, organize, and make arrangements for the annual conferences.
2. Membership:
  - a. The co-chairs shall be personnel of member libraries.
  - b. The co-chairs will be voting members of the Executive Committee.

- c. Members (a minimum of four) who will be selected by the co-chairs from the volunteer list.
  3. Provide opportunities for networking among librarians and support staff of member libraries.
  4. By the end of the fiscal year, provide annual report to the Secretary of Committee's activities.
- B. Ad Hoc Committees
  1. Purpose: Handle matters of the Association and resolve issues that are of a one-time nature and do not fall within the purview of any Standing Committee. The Chair shall determine the purpose and charge the committee upon establishment.
  2. Membership:
    - a. The chair, appointed by the Chair of the Executive Committee.
    - b. Library staff from member libraries whose number and expertise shall be determined by the matter to be handled.
  3. Terms of Office:
    - a. Terms of office shall be for the life of the committee.
    - b. At establishment, the committee shall be given a definite deadline for action by the Chair that shall determine the date of dissolution.

#### **ARTICLE VII — SPECIAL INTEREST GROUPS**

- A. Purpose
  1. Provide a forum for library staff members with common interests or responsibilities to share information and concerns.
  2. Develop ideas for actions or programs to be referred to the Executive Committee.
  3. Request budgetary support necessary to conduct programming.
- B. Formation: Special Interest Groups can form at any time by requesting recognition from the Executive Committee. The Special Interest Group members will designate a co-chair who will report annually to the ACLCP Past-Chair on the group's activities and attendance by the end of the fiscal year.

#### **ARTICLE VIII — CONDUCT OF BUSINESS AND MEETINGS**

- A. Voting
  1. A mandatory meeting of the Board of Directors is required at least once a year for the handling of Association business. Additional meetings can be called at the discretion of the Chair of the Executive Committee.
  2. A voting quorum for the purpose of all business is a simple majority of the Board.
  3. All decision making votes must be handled in a face-to-face meeting or online whereby all board or committee members can discuss the issue by some method which allows members to hear the entire discussion before casting their vote.
  4. Paper or absentee ballots may be requested for all voting by contacting the Association Chair in advance of the vote.
- B. Parliamentary Authority
  1. The latest revision of *Robert's Rules of Order* shall be the parliamentary authority on matters not covered by these Bylaws.
  2. The Past Chair of the Association shall be called upon to resolve parliamentary issues.

## **ARTICLE IX — AMENDMENTS**

### **A. Procedure**

1. Proposed amendments to these Bylaws shall be presented to the Board of Directors for consideration, clarification, and revision.
2. The Chair shall send a ballot containing the final versions of proposed amendments to the Directors for their approval with a date by which the ballot must be returned to the Chair of the Association; the date shall be no less than one week later than the date of distribution.
3. The Chair shall tally the results and report them to the Board of Directors at its first meeting after the ballots are cast.
4. Approved amendments become part of the Bylaws immediately following adoption.

### **B. Vote**

1. Each member of the Association shall have one vote on each amendment.
2. Adoption of amendments shall require approval by two thirds of the members, and unreturned ballots shall be counted as positive votes.

## **ARTICLE X — DISSOLUTION**

- A. Procedure: The Associated College Libraries of Central Pennsylvania shall be dissolved if, after withdrawals, fewer than three members remain or if the members of the Association vote by a two-thirds majority to dissolve the Association. Dissolution takes effect at the end of the fiscal year.
- B. Distribution of Assets : In the event of the liquidation or dissolution of the Associated College Libraries of Central Pennsylvania, none of its property shall be distributed in liquidation to any member, trustee, officer, or individual, but the net assets of the Association remaining after payment and satisfaction of its proper liabilities shall be disposed of exclusively for the purposes of the Association through distribution to one or more organizations exempt from Federal income tax under section 501 [c] [3] of the Internal Revenue Code of 1986, as amended (or under the corresponding provision of any future United States Internal Revenue Law).

Adopted 30 days after the October 2011 Governing Board meeting by paper ballot collected at Messiah College, one vote per member institution.