

**Bylaws**  
**of the**  
**Kansas City Association of Law Libraries**

**Definitions.**

**A. Sent.** "Sent" shall be construed to include any distribution by U.S. mail or other electronic means as is appropriate.

**B. Place.** "Place" shall be construed to include a physical or electronic gathering of the membership, provided that such method allows for verifiable attendance.

**C. Secret ballot.** "Secret ballot" shall be construed to include any paper, electronic or other means of tabulating voting results that maintains anonymity of individual votes.

**D. Registered Address.** "Registered address" shall mean that U.S. mail, e-mail, or other personal and verifiable address registered with the Secretary on October 1st of the current year.

**ARTICLE I. Membership**

**Section 1. Geographic Eligibility for Membership.** Membership shall be restricted to those individuals who work, regularly conduct business, or reside within a forty-mile radius of downtown Kansas City, Missouri. In unclear cases, the geographic eligibility for a prospective member shall be determined on a case-by-case basis by the Executive Board.

**Section 2. Classification of Membership.** There shall be three (3) classes of membership:

**A. Regular Members.** Any person performing professional duties in a law library or actively working with legal materials in any library, or any person who is qualified by education or experience to engage in library work, shall be eligible for regular membership. Regular members shall have the right to vote, to hold office, to serve on and chair committees, to be listed in the membership directory and to receive any publication or notices directed to the Association.

**B. Associate Members.** Any person not directly engaged in law librarianship, but who has an interest in the field through occupation or profession (including publishers and vendors) shall be considered eligible for associate membership.

Associate members shall have the right to attend regular KCALL meetings but will not carry any voting privileges. Associate members shall have the right to serve on committees, but may not chair any committee nor hold elected or appointed office. Associate members shall be listed in and receive the membership directory.

**C. Student Members.** Any individual who is currently enrolled in any degree program related to librarianship or law, shall be considered eligible for student membership. Student members shall have the right to serve on committees, but will not carry any voting privileges, may not chair any committee, nor hold elected or appointed office. Student members shall be listed in and receive the membership directory.

**Section 3. Dues.** The executive board shall have the authority to propose changes in the amount of the annual dues as needed, and changes will be adopted by a simple majority vote of the members. Annual dues are due and payable between October 1 and December 31 of each year. Members failing to pay dues before December 31 of each year shall be suspended from membership.

## **ARTICLE II. Meetings.**

**Section 1. Annual meeting.** An annual meeting of the Association shall be held in January of each year at such time and place as the Executive Board shall designate.

**Section 2. Regular Meetings.** Regular meetings shall be held during the months of March, May, August, October and December at such time and place, as the Executive Board may elect, or the Association directs.

**Section 3. Special Meetings.** Special meetings may be held at such time and place as the Executive Board may determine.

**Section 4. Quorum.** A quorum for a business meeting for the Association shall consist of the presence of 35% of regular members.

**Section 5. Meeting Notices.** Notice of regular meetings shall be sent to each member at least two weeks prior to the date of the meeting. Notice, in writing, of the annual meeting, shall be sent to each member at least thirty days prior to the date of the meeting.

**Section 6. Rules of Order.** Robert's Rules of Order, in the latest edition, shall govern all deliberations of the Association when not in conflict with the Constitution and Bylaws or special rules of order of the Association.

## **ARTICLE III. Nominations and Elections.**

**Section 1. Nomination Procedures.** Not later than October 15 of each year, the president shall appoint a nominating and elections committee of three members, at least two of whom must be Regular Members. The president will appoint one member of the committee to be chair. The nominating and elections committee shall attempt to nominate two or more candidates for elective office positions of vice president/president elect, secretary and treasurer and membership on the Executive Board. The treasurer shall provide the nominating and elections committee with a list of Regular Members. Only Regular Members will be eligible for nomination.

**A. Vacancy of Vice Presidency.** In the event that the current vice president cannot assume the duties of the president and such fact is known prior to October 1, the committee shall nominate a candidate for the office of president for the term of one year.

**B. Other Vacancies.** In the event of a vacancy of any other officer or board member position, the president shall appoint, with ratification by the Executive Board, a successor to serve until the next regular election for that office.

**Section 2. Ballot.** The secretary shall prepare an official ballot, which must clearly indicate that it is a ballot to elect officers and directors for KCALL. Each office or position to be elected should be clearly set forth, along with the candidates for each. The professional title of each candidate shall appear on the ballot. The treasurer shall provide the secretary with a list of Regular Members.

**Section 3. Candidacy Requirements.** All nominees for the position of vice president/president elect shall have previously served as a KCALL officer, board member or committee chair, and be Regular Members.

**Section 4. Method of Election.** The officers of the Association shall be elected by secret ballot. Prior to November 15, the secretary shall send a ballot to each voting member of the association at his or her registered address. Ballots shall be completed on or before December 15. All candidates shall be notified of the results of the election by the nominating and elections committee at the earliest time possible. Notice of election results will be posted on the KCALL Listserv and announced formally at the annual business meeting in January.

**Section 5. Tie Votes.** In the event of a tie vote for any position, the chair of the nominating and elections committee shall write the name of each of the candidates receiving the tied votes, on a separate, uniform slip of paper, and then draw, at random, one slip from those so marked. The individual so selected shall be elected to the office.

## **ARTICLE IV. Board of Directors.**

**Section 1. Term of Office.** All officers and members of the Board of Directors shall serve until the adjournment of the annual meeting at the end of their term.

**Section 2. Meetings.** The Board of Directors shall meet immediately following each annual meeting of the Association. The Board of Directors shall also meet upon call of the president or secretary, and otherwise as may be determined by the Board of Directors.

**Section 3. Quorum.** A quorum of the Board of Directors shall consist of a majority of its members. The act of a majority of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

## **ARTICLE V. Committees and Representatives.**

**Section 1. Classes of Committees.** The committees of the Association shall be of two classes: standing committees; and special committees. Standing committees shall be those established for purposes requiring the continuous attention of the Association. Special Committees shall be those established for a stated period to accomplish a specific purpose. At the end of the stated period, the continuation of every special committee shall be decided upon by the Board of Directors.

**Section 2. Purpose and Term of Special Committees.** The resolutions creating standing and special committees under Article V, Section 3, of the Constitution, shall designate the purpose of the committee and the term of a special committee. These resolutions shall be presented to the members of the Association at the next regularly scheduled meeting for the association following their adoption by the Board of Directors.

**Section 3. Term of Office.** Members of standing committees shall be appointed for terms of one year, beginning at the close of the annual meeting.

**Section 4. Committee Chairperson Appointments.** Prior to taking office as president, the vice president shall appoint the committee chairpersons for the terms provided by the Bylaws (except the Nominating Committee Chairperson) to serve during his/her presidency. Committee members shall be chosen from those members who have the right to vote as stated in Article I, Section 4 of the Bylaws.

**Section 5. Annual Report.** Each committee shall file an annual report with the secretary of the Association at the time as set by the president, and other reports shall be submitted as requested by the president or Board of Directors.

**Section 6. Association Representatives to Other Organizations.** Association representatives to other organizations, agencies and to meetings of other associations shall be appointed by the president or vice president and shall report in the manner set forth in Article V, Section 5 of the Bylaws. Association representatives shall serve for two year terms, and shall serve until the adjournment of the annual meeting at which their successors are announced.

**Section 7. Expenses.** No committee or representative shall incur expenses on behalf of the Association except as authorized by the executive board, nor shall any committees or representatives commit the Association by any declaration of policy.

#### **ARTICLE VI. Anti-Discrimination.**

Membership in the Association, or participation in any activity of the association, shall not be denied to any individual, or abridged on account of race, color, religion, sex, age, national origin, disability, sexual orientation, or gender identity.

#### **ARTICLE VII. Bylaws.**

**Section 1. Revision.** Any Bylaw may be adopted, repealed, amended or suspended by a simple majority of those present and voting at any regular meeting of the Association.

**Section 2. Notice.** The text of proposed revisions to Bylaws shall be sent to the Regular Members by the Secretary at least one week prior to the regular meeting at which the Bylaw revision is to be considered.

**Section 3. Effective Date.** All revisions shall take effect immediately upon the approval of the membership as described in Section 1.

Amended October 2008.