

## **Library Association of Brevard Bylaws - 2025**

### **Article I: Name**

The name of this Association shall be the Library Association of Brevard (LAB).

### **Article II: Purpose**

The purposes of this Association shall be:

1. To promote general library interests and services, and to encourage interlibrary cooperation within Brevard County.
2. To encourage the professional development of the membership.
3. To cooperate with state, regional, and national organizations interested in the promotion of library affairs.
4. To promote fraternal relations among librarians and those interested in library affairs.

### **Article III: Membership**

#### Section 1

Membership in the Library Association of Brevard shall be open to any active, former, or retired library or information center employee, library student, or friend of libraries; and shall be conferred upon payment of annual dues. Members are not required to live or work in Brevard County.

#### Section 2

Institutions/Organizations may join at the institutional membership level. The members under the Institutional membership are voting members. The institution is a non-voting member.

#### Section 3

(a.) Annual dues for individual members shall be \$5.

(b.) Lifetime memberships may be purchased for a one-time payment of \$100.

(c.) Annual dues for an institution/organization, up to eleven employees, shall be \$50. Additional memberships shall be at the individual rate of \$5.

## Section 4

Any member who has failed to pay dues by December 31 of the Membership year shall be considered a delinquent member. If dues are not paid by the end of January after the due date, the member will be automatically dropped from the membership roll.

## Section 5

Any member who is in arrears for dues for the current year shall not be permitted to vote or hold office in the Association.

## Section 6

(a.) The fiscal year of the Association shall run from July 1 through June 30.

(b.) The membership year for the Association shall be the same as the calendar year.

(c.) Annual membership dues are payable to the Library Association of Brevard, online, in person, or by mail.

- Pay in Person: Pay the dues with cash, check, or money order, along with the completed Membership form, and give to one of the board members at any LAB event.
- Pay Online : Visit LAB's website at [Library Association of Brevard \(brevardlib.org Membership and Donations\)](http://brevardlib.org/Membership and Donations) and use the link from the webpage.
- Pay by Mail: Return the [Membership Application form](#), with check or money order payable to "Library Association of Brevard," to the Officer indicated on the Membership Application.

## **Article IV: Officers**

### Section 1

The officers of the Association shall be the President, Vice President, Secretary, Treasurer, Membership Chair, Marketing Chair, and other officers deemed necessary.

### Section 2: Nominations and Elections of Officers

Nominees for the Executive Board shall be solicited and announced to the general membership through email and/or the Association's website. At the

spring meeting, additional volunteers/nominations may be taken from the floor, provided that the consent of the nominee has been previously obtained. If there are no further nominations, the officers shall be elected via email before or at the annual banquet. Only members in good standing shall be able to vote or run for office.

### Section 3: Duties of Officers

(a.) President - shall preside over all meetings of the Association and the Executive Board and shall conduct the business of the Association. The President shall appoint all committees of the Association.

(b.) Vice President - shall act for the President upon request or in the case of the absence of the President. The Vice President will assist the President with Association business and programming.

(c.) Secretary - shall take all meeting minutes (or identify a designee in their absence), shall maintain a complete online or paper file of the records of the proceedings of all meetings of the Association and the Executive Board, shall post approved meeting minutes to the Association's webpage, shall distribute minutes to the Membership, shall maintain the Association's archives, and shall carry on the correspondence of the Association.

(d.) Treasurer - shall be responsible for handling the Association's funds, keeping itemized records of receipts and expenditures, monitoring and filing bank account statements monthly, and performing other associated activities. The Treasurer shall disburse the Association's funds upon the approval of the Executive Board. The Treasurer will give a verbal report of the bank account balance at all Executive Board meetings. The Treasurer will submit written reports to the membership at the summer banquet and to the Executive Board at their winter meeting. All funds and records of the Association shall be transferred to the newly elected Treasurer within thirty (30) days after the end of the fiscal year. The President shall be an additional signer on the bank account and may perform periodic audits of the bank account.

(e.) Marketing Chair - shall create the Association's programs' promotional materials, advise and participate in initiatives to increase the membership and program engagement, and coordinate marketing related activities with the Board.

(f.) Membership Chair - shall send LAB Membership renewal communications, maintain Membership related documents and database (i.e. Membership Application form, spreadsheet roster, Email distribution database, Membership Directory, etc.), and coordinate membership related activities with the Board.

#### **Section 4: Terms of Office**

The President of the Association shall be elected and serve for one year and may be re-elected. Officers of the Association shall be elected for one year and may be re-elected. After serving three consecutive terms in an office, preference will be given to new candidates. Terms of office begin after the summer banquet. The past President remains a member of the Executive Board for one year after the term ends

#### **Section 5: Vacancies**

Vacancies in office shall be filled by the Executive Board for the unexpired portion of the term of office plus through the next term, except in the case of a vacancy in the Presidency. President vacancies shall be filled by the Vice-President to the end of the vacated President's term. A new Vice-President shall be elected by the membership at the earliest opportunity.

### **Article V: Meetings**

#### **Section 1**

(a.) There shall be a minimum of four meetings of the Association per year: Winter Social (December/January/February), Spring Educational Meeting and/or Service Project (March/April/May), Summer Banquet (June/July). Fall Meeting (TBD by the Executive Board) (October/November). The Board shall be open to suggestions from the Membership and be afforded scheduling flexibility.

(b.) Times and places of meetings shall be determined by the Executive Board.

(c.) Business matters of the Association may be conducted at all Association meetings. Officers are inducted at the Summer Banquet.

### **Article VI: Executive Board**

#### **Section 1**

The Executive Board shall consist of the duly elected officers of the Association, the immediate Past-President, the Membership Chair, Marketing Chair, and others appointed by the President and voted on by the Executive Board.

#### **Section 2**

The administration of the affairs of the Association shall be vested in the Executive Board.

### **Section 3: Meetings**

(a.) The Executive Board shall meet at least a month prior to each meeting of the Association. Special meetings may be called by the President.

(b.) A quorum for meetings of the Executive Board shall be at least one-half of the Executive Board members. When calculating one-half, round up any number that is not a whole number.

### **Article VII: Committees**

#### **Section 1**

Standing committees may be established by the Executive Board. The name, purpose, and size of the committee shall be specified at the time it is established. The chairperson and other members of each committee will be named by the President of the Association.

#### **Section 2**

Ad hoc committees may be established as needed by LAB's President or the Membership.

#### **Section 3**

Any committee may be discontinued or declared inactive by the Executive Board.

### **Article VIII: Official Print and Online Publications**

A Membership Directory shall be compiled annually and distributed to all members via email after the summer banquet. Due to privacy concerns, the Directory is not published on LAB's webpage.

The Association will maintain an online presence through LAB's webpage, Facebook, and other relevant platforms.

### **Article IX: Dissolution of the Association**

Dissolution of the Association shall be brought to the Membership only after parliamentary procedure is followed and a unanimous vote is reached at a scheduled Executive Board meeting. The Association President will share the meeting minutes and call for a vote of the Membership. Dissolution of the Association will result only after a Membership roll call is taken via email and a

majority vote of the responding Members. In the event the Library Association of Brevard is dissolved, all monies in the treasury, after current bills are paid, shall be given to an institution/organization designated by a vote of members present online or at the final meeting.

At the time of dissolution, all online platforms will be updated by a member of the Executive Board, reflecting the change in the Association's status. Paid platforms will remain active until subscription expires. All remaining print documents will be appropriately archived at a well-established Brevard County organization.