

Library Association of Brevard Bylaws - 2026

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, library personnel, and those interested in libraries.

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 dues. Members are not required to live or work in Brevard County.

Section 2

Institutions/Organizations may join at the Institutional Membership level or Non-Library Institutional Membership (upon Board Approval). The members under Institutional Memberships are voting members; the institution is a non-voting member. The institution's representative for the Non-Library Institutional Membership is a 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.

(d.) Annual dues for a non-library institution/organization, shall be \$50. In order to join, Non-Library institutions/organizations must be approved by LAB's Board.

Section 4

(a) Any individual 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 March after the due date, the member will be automatically dropped from the membership roll.

(b) Institutional Memberships and Non-Library Institutional Memberships dues are to be paid by June 30. Their membership year is from July 1 - June 30 of the following year. If the dues are not paid by the institution by August 30 of the year they are due, individual members' terms will convert to annual members and their terms will extend to December 31 of that year. If dues are not paid, Institutions and Non-Library institutions will be dropped from the membership rolls at the end of August.

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. Institutional membership terms shall be the same as the Association's fiscal 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 brevardlib.org [Library Association of Brevard \(brevardlib.org Membership and Donations\)](#) and use the link from the webpage.

- Pay by Mail: Return the [Membership Form](#), with check or money order payable to “Library Association of Brevard,” to the Officer indicated on the Membership Form.

Article IV: Officers

Section 1

The officers of the Association shall be the President, Vice President, Secretary, Treasurer, Membership, Marketing, 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 minutes from all meetings of the Association and the Executive Board, shall post approved meeting minutes to the Association’s webpage, shall (upon approval by the Board) distribute minutes to the Membership, shall maintain the Association’s archives, and shall carry on the correspondence of the Association (unless related to Membership or otherwise directed by the President or the Board).

(d.) Treasurer - shall be responsible for handling the Association’s funds, keeping itemized records of receipts and expenditures, monitoring 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. For auditing purposes, the Treasurer will submit a Report to the President prior to the summer banquet. The approved, audited Report is distributed to the Executive Board and the membership at the summer banquet. All funds and records of the Association shall be transferred to the newly elected Treasurer (if this seat is vacant, records are distributed to the President) within thirty (30) days after the new Board is named and in place. The President shall be an additional signer on the bank account and may perform periodic audits of the bank account.

(e.) Marketing - 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 - 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 at the end of the month after the summer banquet. The past President remains a non-voting member of the Executive Board for one year after their 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 President, Vice President, Past-President, Treasurer, Secretary, Membership, Marketing, 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, the Executive Board, 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 remaining 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.