

Bylaws  
The Pacific Northwest Association of Church Libraries  
as amended July, 2014

ARTICLE I. Members

Section 1. Memberships shall be open to individuals, churches, or other organizations interested in church activities upon application and payment of dues.

- a. Individual members shall be entitled to vote, hold office, and serve on committees.
- b. Churches and church libraries shall be entitled to the same privileges as individual members by naming one person to represent their interests.
- c. Other organizations shall be sustaining members who do not vote or hold office.
- d. Honorary life members shall be selected by unanimous action of the Board of Directors in recognition of special services to the Association and shall be entitled to the same privileges as individual members.

Section 2. Annual dues shall be due and payable at the beginning of the fiscal year on July 1 and delinquent on September 1 of each year.

- a. For each membership which falls within the area of an active chapter, basic dues, as set by the Board of Directors, shall be forwarded to the Association treasurer. Chapter dues may be added by any local chapter as deemed necessary.
- b. Members who are not affiliated with a chapter shall be members at large and shall pay basic dues to the Association treasurer.
- c. Honorary life members shall be exempt from payment of dues.
- d. A member who wants to belong to more than one chapter will be required to pay the dues of each additional chapter.

ARTICLE II. Chapters

Section 1. Chapters shall be organized in accordance with the **Articles of Incorporation** and **Bylaws** of this Association to join together ten or more members.

- a. Each chapter shall draw up bylaws for approval of the Association Board of Directors. Amendments or revisions shall also be submitted for approval.
- b. Each chapter shall elect its officers and also representatives to serve on the Association Board of Directors.
- c. Each chapter president shall submit an annual report, in triplicate, to the Association secretary at the end of the fiscal year.
- d. Each chapter treasurer shall submit an annual financial report to the Association treasurer at the end of the fiscal year.

ARTICLE III. Board of Directors

Section 1. The Board of Directors shall be composed of the representatives from each chapter. The term of office shall be three years and election shall be rotated as determined by the Board.

Section 2. The Board shall have full power and authority to conduct the affairs of the Association between its annual business meetings. The Board shall be subject to the orders of the Association, and none of the Board's acts shall conflict with the action taken by the Association.

Section 3. The Board shall hold three regular meetings per year and such special meetings as may be called by the president or any three members of the Board. Notice of the meetings shall be mailed to all members of the Board twenty days prior to each meeting. A quorum for transaction of business shall be one third of the total voting members of the Board.

Section 4. Any vacancy occurring on the Board by reason of death, resignation or removal of a chapter representative shall be filled within 30 days by the chapter represented.

Section 5. Following the Association annual meeting, the members of the Board shall elect new officers. They shall serve as officers of the Association for one year or until successors are elected.

Section 6. Chairs of standing committees shall be non-voting members of the Board.

#### ARTICLE IV. Officers

Section 1 The President, Vice President and Secretary shall be elected from among the members of the Board of Directors, but the Treasurer shall be appointed by the Board from among the active membership of the Association.

Section 2. The term of office shall be for one year. Officers may be re-elected or re-appointed.

Section 3. Offices vacated for any reason shall be filled by presidential appointment within 30 days from among eligible voting members of the Board of Directors.

Section 4. The officers shall perform the duties described in the Standing Rules, with the provision that the president and secretary shall both sign all legal documents.

#### ARTICLE V. Meetings

Section 1. The annual business meeting of the Association shall be held during the annual conference.

Section 2. Special meetings may be called by the president or the Board of Directors and shall be called upon written request of 25 members.

Section 3. Notice of the annual or special meetings shall be in writing and mailed to all members 20 days in advance of the date of the meeting and shall contain information pertinent to the meeting, including a summary of all major proposals to be vote on by the membership.

Section 4. A quorum for the annual business meeting shall consist of a majority of members registered for the conference. At a special meeting, a quorum shall be 25% of the total membership.

#### ARTICLE VI. Committees

Section 1. Standing committees shall be Archives, Bylaws, Chapter Relations, Communications, Conference Consultant, Finance and **The Lamplighter**.

Section 2. A committee chair shall serve a term of one year and may be reappointed.

Section 3. Other committees shall be appointed by the president as the Board of Directors shall deem necessary,

#### ARTICLE VII. Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

#### ARTICLE VIII. Amendment of Bylaws

These bylaws can be amended by a two-thirds majority of those voting at the annual business meeting. Adopted amendments shall be published in the following issue of **The Lamplighter**.

### STANDING RULES

#### The Pacific Northwest Association of Church Libraries Amended, August, 2009

1. Based on immediate past membership year, chapters with less than 21 members shall have one representative on the Board of Directors; chapters with 21-40 members shall have two representatives; chapters with 41 or more members shall have three representatives.

2.. Each officer shall have been a member of the Board of Directors for one year prior to election.

#### 3. Duties of officers

Section 1. The President shall preside at the annual business meeting of the Association; call and preside at meeting of the Board of Directors; appoint standing committees and all members of special committees as necessary to carry on the work of the Association; be an ex-officio member of all committees; direct management of the Association between meetings; and submit an annual report at the annual business meeting.

Section 2. The Vice President shall assume the duties of the office of the president in absence or incapacity of the president and perform such duties as the president or Board of Directors shall designate.

Section 3. The Secretary shall keep minutes of the meetings of the Association and the Board of Directors; act as corresponding secretary; inform membership of actions of the Board of Directors through the medium of **The Lamplighter** and receive annual reports from the chapters and submit copies for publication in **The Lamplighter**.

Section 4. The treasurer shall keep a record of all monies and expenditures which shall be audited at the close of the fiscal year by an auditing committee; collect dues and pay all regular appropriations and orders as approved and directed by the Board of Directors; furnish quarterly reports to the president; make a financial report at the annual business meeting and submit a copy for publication in **The Lamplighter** receive an annual financial report from each chapter and maintain a current list of paid-up members.

4. Annual conferences shall be sponsored by chapters in consultation with the Board of Directors.

#### 5. Duties of Standing Committees

Section 1. The Archives Committee shall be responsible for maintaining the history notebooks and related materials. The Historian shall chair the committee.

Section 2. The Bylaws Committee shall be responsible for an annual review of **Association Bylaws**. It shall also review chapter bylaws for compliance with Association bylaws.

Section 3. The Chapter Relations Committee shall be responsible for developing chapters assisting chapters in their organization, and informing the Board of Directors of any other matters concerning chapters which require the Association's attention.

Section 4. The Conference Consultant Committee shall be responsible to assist conference host chapters to plan and prepare for the annual conference on a three-year advance schedule. Committee members shall include the Conference Chair or Co-chairs in each continuance.

Section 5. The Communications Committee shall be responsible for liaisons with other library organizations and promoting the Association to the public-at-large through the pnacl..org website.

Section 6. The Finance Committee shall be responsible for presenting and coordinating financial activities, such as fundraising.

Section 7. **The Lamplighter** Committee shall be responsible for securing material, editing, providing copy ready for printing, and publishing the official organ of the Association. The editor shall chair the committee.