CONSTITUTION & BYLAWS

Constitution & Bylaws of the New Members Round Table of the American Library Association

Adopted June 21, 1941 Amended 1960, 1966, 1970, 1971, 1973, 1974, 1975, 1976, 1977, 1978, 1980, 1981, 1982, 1983, 1984, 1985, 1990, 1998, 2000, 2003, 2005, 2014

Constitution

Article I: Name

The name of this organization shall be the New Members Round Table, hereafter known as NMRT.

Article II: Purposes

The purpose of the organization shall be: To help those who have been ALA members less than ten years become actively involved in the association and the profession. The goals are fourfold:

1. to structure formal opportunities for involvement and/or training for professional association committee experiences on the national, state and local levels;
2. to provide a wide variety of programs to assist, encourage, and educate those new to the profession;
3. to offer a variety of leadership training and opportunities to help those approaching the end of their NMRT eligibility make the transition to future positions in the association and the profession; and
4. to develop and implement ongoing programs for library school students which encourage professional involvement and networking.

Article III: Membership

Membership in NMRT shall be limited to those members of the American Library Association who meet the requirements specified in the Bylaws and who are in good standing with the organization. A member shall be considered to be "in good standing" when that member: has paid his or her dues and fees, if any; acts in the most professional, upright fashion indicated by ALA and NMRT; has not violated any rules, ethics, or codes of conduct put forth by ALA and NMRT.

Article IV: Officers

The officers of this organization shall be a President, a Vice-President/President-Elect, Secretary, Treasurer, Assistant Treasurer/Treasurer-Elect, the NMRT Councilor, a Parliamentarian and four Directors, all of whom shall be members in good standing of NMRT.

Article V: Executive Board

1. The Executive Board shall consist of the officers and the immediate Past President. Each shall have one vote, with the exception of the Assistant Treasurer/Treasurer-elect, and the Parliamentarian who shall be non-voting members of the Board. The President shall vote only in the event of a tie vote of the Executive Board.
2. The Executive Board shall have general supervision of the affairs of NMRT in the intervals between meetings.

Article VI: Meetings

1. The annual meeting of NMRT shall take place during the annual meeting of the American Library Association, and in the same locality. Members may participate in person or virtually as technology allows.
2. There shall be a midwinter meeting of the Executive Board of NMRT when deemed necessary. It will be held in conjunction with the midwinter meeting of the American Library Association.
3. NMRT shall follow the same parliamentary authority as ALA.
4. Executive Board meetings will occur as deemed necessary by the Executive Board.
5. The NMRT President, Vice President, Secretary, Treasurer, and Councilor are required to be physically present at both the Midwinter and Annual Board meetings. The NMRT Directors, Past President, and Parliamentarian are required to attend both meetings, either in person or virtually. Any Director who cannot be physically present must notify the NMRT President of the reason for his/her absence as soon as possible prior to the meeting in order to arrange for virtual participation. Any Board Member who misses two meetings may be asked to resign from the Board upon a majority vote of the Board Members present at the second missed meeting and will not be eligible for re-election to the Board.
6. The Fundraising Coordinator, an appointed position, must attend the Midwinter and/or Annual Board if he or she is physically present at the conference. If he/she does not attend the conference, he/she is expected to consult with the President no less than 6 weeks prior to the meeting to determine whether virtual attendance is required.
7. Directors who will not be physically present at either conference are responsible for ensuring adequate Board Member representation at any program or social event hosted by the committees they supervise.

Article VII: Amendments

1. Amendments to the Constitution or Bylaws shall be proposed in writing, and may be introduced by the Executive Board, Governance Committee, or by any 25 members in good standing of NMRT.
2. Printed notice of proposed amendments shall be published in an officially designated periodical at least 30 days and no longer than 90 days before presentation of the amendments to the membership for ratification.

3. This Constitution may be amended by a majority vote of the entire membership voting. Balloting on proposed amendments will be held only in conjunction with the annual election ballot of NMRT.
4. The Bylaws may be amended in either of two ways: by a majority vote of the membership present and voting at the NMRT membership meeting held during the ALA Annual Conference or by a majority vote of the entire membership voting. Such balloting would be held only in conjunction with the annual election ballot of NMRT.

Article VIII: Authoritative Edition of Constitution

The electronic version of the NMRT Constitution in the NMRT handbook is the authoritative edition. The Governance Committee is responsible for updating the electronic version per meeting minutes and official results of ballots.

Bylaws

Article I: Membership

1. Membership classes of NMRT shall consist of the relevant classes of the American Library Association, as defined in Article I, Section 1 of the Bylaws of the ALA Constitution. The additional personal category of alumni shall be available for any member of the American Library Association who has been an ALA member for more than ten (10) years and who is a former member of NMRT or its predecessor, JMRT. Alumni members shall be ex-officio only. They may not serve on committees, hold office in a committee, or hold office on the Round Table as a whole. They are ineligible for NMRT grants, scholarships, or awards.
2. Members whose dues remain unpaid one month after the expiration date of their membership year shall be dropped from membership.
3. Lapsed membership will be reinstated upon payment of dues for the current year.
4. Only personal regular and student members shall be entitled to vote.
5. Personal membership shall be open and available to any member of the American Library Association who has been an ALA member for ten or fewer years, except as noted in Article I, Section 1 and Article V, Section 1 of the ALA NMRT Bylaws.
6. Annual dues for each class of membership shall be $10.00.
7. NMRT officers completing a term of office which ends after their ten year ALA membership limit shall be considered regular personal members and have all the rights, privileges, and responsibilities of a regular personal member until their term of office ends.

Article II: Calendar

1. The conference year shall be from the close of one annual conference to the close of the next annual conference.

2. The membership year shall correspond with the ALA membership year, as defined in Article I, Section 7c of the Bylaws of the ALA Constitution

Article III: Nominations and Elections

1. The President-elect will appoint and announce the Chair of the Nominating Committee. No Nominating Committee member shall be an elected member of the Executive Board. All members of the Nominating Committee shall be in good standing.
2. Following the meeting of the nominating committee, the committee chair will submit a slate of nominees for office to be approved by the Executive Board.
3. All nominees shall be members of NMRT in good standing at the time of their nomination and shall be an ALA member for ten years or less on July 1 of the year in which the election or appointment takes place.
4. The nominating committee shall obtain the written consent of the nominees, their professional addresses, a statement of professional concern, and a brief biographical sketch. This information shall be sent to the ALA headquarters staff liaison within two months after the midwinter meeting.
5. Additional nominations may be entered in an election by submitting to the Nominating Committee Chair, not later than four months before the annual conference, a nominating petition containing information specified in section 4 above and signed by 25 members in good standing of NMRT.
6. At least six weeks prior to the annual conference, the Executive Director of ALA shall deliver a ballot to each member in good standing of NMRT.
7. Results of elections shall be announced at an Executive Board meeting held during the ALA Annual Conference. Candidates-elect shall assume office at the close of the ALA Annual Conference.
8. In case of death, disability or resignation of a member of the Executive Board, the Board may appoint a successor, if succession is not otherwise provided, to serve until the next regular election.

Article IV: Terms and Duties of Office

1. Terms of office:
    - The Vice President/President-elect will be elected for a three-year term and serves one year of that term as Vice President, one year as President, and one year as immediate Past President.
    - The Secretary will be elected for a one-year term.
    - The Assistant Treasurer/Treasurer-elect will be elected for a three-year term and serves one year of that term as Assistant Treasurer and two years as Treasurer.
    - The Directors will be elected for two-year terms.
    - The NMRT Councilor will be elected for a term as defined in the ALA Bylaws.
2. Vacancy:
    - Vice President/President-elect: When a vacancy occurs in the office of President-elect, or when an elected incoming President-elect withdraws or is unable to serve before the assumption of office, then the Executive Board shall appoint an individual to serve in such office, or to assume such office, subject to a

confirmation vote by the Board of Directors. Until the individual is confirmed by the Board of Directors, they shall serve in an acting capacity.

- Treasurer: When a vacancy occurs in the office of Treasurer, or when an elected incoming Treasurer withdraws or is unable to serve before the assumption of office, then the Assistant Treasurer/Treasurer-elect shall assume the office of Treasurer, subject to a confirmation vote by the Board of Directors. Until the individual is confirmed by the Board of Directors, they shall serve in an acting capacity. The position of Treasurer shall be filled by regular election at the next election, unless at the time of appointment the next regular appointment is less than four (4) months away, in which case the position of Treasurer shall be filled at the following election.
- Assistant Treasurer/Treasurer-elect: When a vacancy occurs in the office of Assistant Treasurer/Treasurer-elect, or when an elected incoming Assistant Treasurer/Treasurer-elect withdraws or is unable to serve before the assumption of office, then the Executive Board shall appoint an individual to serve in such office, or to assume such office, subject to a confirmation vote by the Board of Directors. Until the individual is confirmed by the Board of Directors, they shall serve in an acting capacity.
- Secretary: When a vacancy occurs in the office of Secretary, or when an elected incoming Secretary withdraws or is unable to serve before the assumption of office, then the Executive Board shall appoint an individual to serve in such office, or to assume such office, subject to a confirmation vote by the Board of Directors. Until the individual is confirmed by the Board of Directors, they shall serve in an acting capacity.
- Directors: When a vacancy occurs on the Board of Directors, or when an elected Director withdraws or is unable to serve before the assumption of office, then the Executive Board shall appoint an individual to serve in such office, or to assume such office, subject to a confirmation vote by the Board of Directors. Until the individual is confirmed by the Board of Directors, they shall serve in an acting capacity. The position of Director shall be filled by regular election at the next election, unless at the time of appointment the next regular appointment is less than four (4) months away, in which case the position of Director shall be filled at the following election.
- NMRT Councilor: When a vacancy occurs in the office of NMRT Councilor, or when an elected NMRT Councilor withdraws or is unable to serve before the assumption of office, then the Executive Board shall appoint an individual to serve in such office, or to assume such office, subject to a confirmation vote by the Board of Directors. Until the individual is confirmed by the Board of Directors, they shall serve in an acting capacity. The position of NMRT Councilor shall be filled by regular election at the next election, unless at the time of appointment the next regular appointment is less than four (4) months away, in which case the position of NMRT Councilor shall be filled at the following election.

3. Duties of office:

- The President shall be the chief executive officer of NMRT and Chair of the Executive Board. The President shall exercise general supervision over the affairs of NMRT as outlined in the NMRT handbook
- The Vice President shall perform duties as delegated by the President including appointment of all committees and committee chairs and shall assume the responsibilities and perform the duties of the President in the event of the absence, death, disability, or resignation of the President. The Vice-President shall serve as President during the year following one term as Vice President.
- The Secretary shall perform the duties of Secretary as outlined in the NMRT handbook and act as Secretary to the Executive Board.
- The Treasurer shall perform the duties of Treasurer as outlined in the NMRT handbook and act as Treasurer for NMRT.
- The Assistant Treasurer/Treasurer-elect shall have no fiscal authority. The Assistant Treasurer/Treasurer-elect shall learn the ALA and NMRT budget and report-writing processes.
- The Directors shall perform duties as delegated by the President, normally encompassing a major NMRT area of activity.
- The immediate past President shall perform duties as assigned by the President.
- The NMRT Councilor represents the interests of the New Members Round Table on the ALA Council. The NMRT Councilor serves on the NMRT Executive Board. The Councilor reports to the NMRT Executive Board and to the membership on ALA Council activities, and presents those ALA issues and Council documents upon which the Executive Board may wish to act. The Councilor receives direction from the Executive Board regarding positions to be taken on ALA Council issues, and sponsors Council resolutions as requested by the Executive Board.

Article V: Committees

1. All committees shall be composed of members in good standing of NMRT who are ALA members for ten years or less on July 1 of the year in which the appointment takes place. They shall serve until their successors take office, or until the committee is dissolved. No person shall concurrently serve as chair of two or more committees within NMRT.
2. The Chairs of the Advisory committees shall be appointed for two-year terms by the President. Chairs are limited to one two-year term unless their reappointment is approved by the Executive Board. The Advisory committee shall be the Governance Committee.
3. The President-elect shall appoint Chairs of the Standing committees for one-year terms. Chairs may be reappointed for an additional term.
4. Ad hoc committees shall be created by the President as needed or upon request of the Executive Board. Unless otherwise directed, the President shall appoint the chair of each Ad hoc committee. Ad hoc committees shall exist for one year. Ad hoc committees may continue if approved by a vote of the Executive Board. Chairs of Ad hoc committees may be re-appointed if their reappointment is approved by the Executive Board.
5. The President may remove a Committee Chair if the Chair fails to carry out his or her duties of the position as outlined in the NMRT Handbook, following a period in which the President or appropriate officer gives the Chair a written warning with clear

expectations and a time frame for improvement. The President must report all Committee Chair removals to the Executive Board.

6. Advisory, Standing, Special and Ad hoc committee members shall be appointed for one-year terms, but may be re-appointed.

Committees shall maintain records of their proceedings and shall report on their activities at the annual meeting and at such other time as they may be directed to do so by the President.

Article VI: Publications

No publication shall represent itself as being sponsored by NMRT without the written approval of the Executive Board of NMRT and the Publishing Committee of ALA.

Article VII: Affiliates

Affiliates may be established in accordance with the provisions of Article VII, Section 4 of the Bylaws of the ALA Constitution.

Article VIII: Commitments

NMRT shall not be committed to any obligation, action or statement, by an individual member, officer, committee, or other duly constituted group, unless such commitment is approved in writing by the Executive Board or by a majority vote of the members present and voting at any regular meeting.

Article IX: Quorum

A majority of the voting members shall constitute a quorum of the Executive Board.

Article X: Liaisons

1. All liaisons shall be members in good standing of NMRT. They shall serve until their successors take office or until the liaison position is abolished. No person shall concurrently hold two or more liaison positions.
2. Regular liaisons shall be appointed for two-year terms by the President-elect. Regular liaisons are limited to one two-year term unless their reappointment is approved by the Executive Board.
3. Ad hoc liaison positions shall be created by the President-elect as needed or upon request of the Executive Board or an ALA unit. Unless otherwise directed, liaisons shall be appointed by the President-elect. Ad hoc liaisons shall serve until the completion of the project for which the liaison position was created.
4. Liaisons shall maintain records of their proceedings and shall report on their activities at the annual meeting, and at such other time as they may be directed to do so by the President.