

## **ALUW Bylaws**

### Article I. NAME

The name of this organization shall be the Association of Librarians of the University of Washington (ALUW).

### Article II. OBJECTIVES

Section A. The purpose of ALUW is to support its members in their mission of providing quality library service and access to information for the University of Washington community. To this end ALUW shall:

- Provide an interactive forum for consideration of matters of professional concern to members.
- Serve as a means for the membership's participation in the governance of the University and of the Libraries.
- Act as an advocate for librarians' rights, privileges and conditions of employment.
- Foster collegiality among members.

Section B. In carrying out the stated objectives of the organization, ALUW will communicate on a regular and timely basis with the Libraries' and the Law Library's Deans, the faculty, the University administration, officials of state government, and other pertinent organizations or individuals.

### Article III. MEMBERSHIP

All persons employed as librarians by the University Libraries or by the University of Washington Law Library are members of the Association. Dues are not required. To support the general affairs of the organization, members may make an annual contribution as recommended by the Executive Board.

### Article IV. OFFICERS

Section A. The officers of ALUW shall be:

- President
- Vice President/President-Elect

- Secretary
- Senior Trustee/Treasurer
- Junior Trustee

The officers shall comprise the Executive Board, which manages the Association.

Section B. Only members of ALUW shall be eligible to serve as officers of ALUW.

Section C. The officers shall assume their duties on June 1.

- The President serves one year.
- The Vice President/President-Elect serves two years: the first year as Vice President and the second year as President.
- The Secretary serves one year.
- The Senior Trustee/Treasurer serves one year.
- The Junior Trustee serves two years: the first year as Junior Trustee and the second year as Senior Trustee/Treasurer.

Section D. Vacancies.

1. Vacancies occurring in any position except that of President shall be filled by appointment of the Executive Board. Persons so appointed shall serve until the following May 31 and are eligible to be nominated for any position in the subsequent election.
2. Should the President's position become vacant, the Vice President/President-Elect shall assume the duties of President, completing the unexpired term as well as his/her duly elected year of office as President. The vacated office of Vice President shall be filled by appointment as in Section D.1.
3. Should both the positions of President and Vice President/President-Elect become vacant simultaneously, the Senior Trustee/Treasurer shall assume the duties of the President until the following May 31.

## Article V. DUTIES OF OFFICERS

Section A. The President shall (1) direct all ALUW affairs; (2) chair meetings of the Association; (3) present an annual report of the Association at the spring general meeting; (4) serve as the Association's contact with the Office of the Dean; and (5) act as spokesperson for the Association.

Section B. The Vice President/President-Elect shall (1) serve as the President in the absence of the President; (2) coordinate the Association's programs as chair of the Program Committee; and (3) automatically assume the office of President following the year of service as Vice President/President-Elect.

Section C. The Secretary shall (1) record the proceedings of the Association's general and special meetings and Executive Board meetings; (2) maintain the Association's Web site; (3) post the minutes of the general and special meetings to the members and other documents as needed; (4) maintain the records of the Association and periodically deposit archival copies in the University Archives; and (5) provide copies of the Association bylaws and other relevant documents to newly appointed University librarians.

Section D. The Senior Trustee/Treasurer shall (1) serve as treasurer of the Association; (2) collect and disburse funds; (3) prepare an annual budget to be approved by the membership at the autumn general meeting; (4) present a financial report at the quarterly general meetings; and (5) prepare other financial documents as required by law.

Section E. The Junior Trustee shall (1) coordinate the quarterly social functions of the Association; (2) serve as Secretary in the Secretary's absence; and (3) automatically assume the office of Senior Trustee/Treasurer following the year of service as Junior Trustee.

## Article VI. MEETINGS

Section A. The Association shall hold a general meeting in each quarter (autumn, winter, and spring) of the regular academic year.

Section B. Special meetings may be called by the Executive Board, or on the petition of 15 members presented to the Executive Board.

Section C. The time and place of general and special meetings shall be set by the Executive Board.

Section D. The agenda of general and special meetings shall be set by the Executive Board. For a meeting called on petition, the first items on the agenda shall be those of the petition. At all general meetings, the agenda shall include adequate time for the introduction of business from the floor.

Section E. For all general and special meetings, the Secretary shall give notice of time, place, and agenda to every member at least seven days before the scheduled meeting.

Section F. Members present at a general or special meeting shall constitute a quorum for conducting the business of the Association.

## Article VII. COMMITTEES

### Section A. ALUW Committees.

1. The Executive Board may appoint committees throughout the year as appropriate. Unless specified by these bylaws, the number of members on each committee may vary as circumstances warrant.
  
2. The Standing Committee is:
  - a. Legislative Committee
    - i. Chair shall be the outgoing President who will serve for one year.
    - ii. Appointments to the committee shall be two years, and begin June 1.

### Section B. University, Faculty Senate, and Libraries Committees.

1. The Executive Board shall recommend librarians to the Faculty Senate for appointment to each of the Faculty Councils and Committees. Such recommendations shall be made no later than June 1.

2. The Executive Board shall recommend librarians for appointment to University or Libraries committees when requested.

## Article VIII. NOMINATIONS AND ELECTIONS

### Section A. Nominations.

1. The Executive Board shall nominate one or two candidates each for the positions of Vice President/President-Elect, Secretary, and each open trustee position on the Executive Board. If both trustee positions are open, the Executive Board shall designate one position as Senior Trustee/Treasurer to serve a one-year term and one position as Junior Trustee to serve a two-year term.
2. In the event that the President-Elect cannot assume the duties of President, the Executive Board shall nominate a candidate for the office of President to serve a one-year term.
3. Names of the candidates, together with their written acceptances, shall be finalized by the Executive Board by April 30. The Secretary shall inform the Association members of the slate of candidates by May 1.
4. Additional nominations may be made by written petition of any member. Petitions, accompanied by written acceptance of each additional nominee, must be filed with the Secretary by May 5.

### Section B. Elections.

1. The Secretary shall prepare an official ballot, including nominations by petition. The name and library unit of each nominee shall appear on this ballot. Ballots shall be made available online at least fifteen days before the spring general meeting.

2. Voting must be completed no later than three hours before the spring general meeting. A simple majority of all votes cast will constitute election. The President will notify both the successful and unsuccessful candidates of the results. The results of the balloting will be announced at the spring general meeting.
  
3. In the event that no one candidate for an office receives a clear majority, a run-off vote by written ballot between the candidates having the highest number of votes shall be held at the spring general meeting.

#### Article IX. AMENDMENTS

These bylaws may be amended at any general meeting by a two-thirds vote of the members present, provided that:

- Proposed amendments have been approved by the Executive Board, submitted to the Secretary by petition signed by 15 members of the Association, or recommended by a majority at a general meeting, and
- Notice of such proposed amendments has been sent to each member of the Association at least two weeks in advance of the voting date.

#### Article X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern meetings of the Association in all cases to which they are applicable in which they are not inconsistent with these bylaws. In general, the meetings will be conducted informally and the Association will meet as a committee of the whole. A parliamentarian will be appointed as needed by the presiding officer.

Adopted May 2008