

# Black Caucus of the Maryland Library Association (BCMLA) Bylaws

## Preamble

Whereas, there exists a critical lag in the development of librarianship for African Americans; and

Whereas, there are inadequate outlets for training, development, research and discussion dealing with issues relating to African Americans in the library profession in Maryland; and

Whereas the Maryland Library Association (MLA) in particular is beginning to see the inequities in African American Librarianship.

It was unanimously decided by the Equity Diversity and Inclusion Taskforce of MLA and voted on by the MLA Executive Board to form this affiliate membership of the Black Caucus of American Library Association (BCALA).

## ARTICLE I

### Name

The name of this organization is the Black Caucus of the Maryland Library Association

## ARTICLE II

### Objective

The objective of this organization is to support its members by providing a safe space to discuss and decide upon a course of action on issues of concern to our members, to work for equal job opportunities, to promote professional development, to support library employees to include but not limited to mentorship opportunities to learn the nuances of our work environments, to disseminate information and to keep up with trends, to improve the quality of library service in Black communities, to develop and support policy and legislation that ensures equity, opportunity and access to information for African Americans and other marginalized communities as it relates to libraries and librarians, to work with others to promote and recruit African Americans to the profession.

## ARTICLE III

### Membership

1. Section I: Admission to active membership is available to anyone who holds a degree in library science, is or has been employed in the Delaware Maryland Virginia area as a library worker, or is currently matriculated in a graduate Library or Information Science program.
2. Section II: Admission to active membership is also available to non-librarians in Maryland or in the metropolitan area who support the goals and objectives of the organization.
3. Section III: There shall also be provisions made for organizational and institutional memberships.
4. Section IV: There shall be four classes of members:
  - Regular members – library employees and library supporters.
  - Retired members – library workers who no longer work in the profession in a paid

capacity.

- Student members – matriculated students working toward a graduate degree in Library and Information Science.
- Institutional members – organizations and institutions that support the goals, objectives, and activities of the organization.

## **ARTICLE IV**

### Officers

Section I: Officers of this organization shall be President, Vice President/President Elect, Secretary and Treasurer

### Section II: Duties of the President

1. Serves as a voting member of the Executive Board of the Maryland Library Association. 2. Conducts all meetings (business and programs) of the organization, including meetings of the Executive Committee/Board; and other functions of the organization.
3. Appoints and reviews the work of committees and chairpersons with the assistance of the Executive Committee as soon as possible after taking office and throughout the term of office as the need arises.
4. Appoints and assures training of an advisory Parliamentarian as soon as possible after taking office.
5. Serves as an ex-officio member of all committees except the Nominating Committee. 6. Prepares the agenda for all meetings and authorizes the Secretary to distribute them to the BCMLA membership.
7. Prepares and submits a written annual report to the Executive Director of the Maryland Library Association by June 15.
8. Passes all President's records in good order to the incoming President within one month after leaving office.
9. Represents the organization whenever and wherever appropriate.
10. Chairs and appoint members of BCMLA to an Executive Board consisting of at least five (5) members: President, President-Elect, Secretary, Nominations Committee Chair and Program Committee Chair.
11. Submits an annual work plan for BCMLA by October 1 of the fiscal year.

### Section III: Duties of the Vice President/President Elect

1. Performs the duties of the President in case of the President's absence, resignation, disability, death, or inability to perform his or her duties. The Vice President/President Elect chairs the Program Committee and in that capacity arranges programs and assumes charge of the arrangements. Passes on all Vice President's records in good order to the incoming Vice President within one month after leaving office.

### Section IV: Duties of the Secretary

1. Records minutes of all Board meetings and conferences and business meetings. 2. Maintains a complete record of committee members and their assignments. 3. Maintains a list of correct names and addresses of active members of the organization. 4. Arranges organization mailings and electronic distributions such as newsletters, program announcements, ballots, biographical sketches, etc.

5. Maintains electronic communications (website email) for keeping members informed of the organization's activities.
6. Notifies the Executive Committee/Board and general membership of all meetings.
7. Attends to all correspondence of the organization.
8. Receives from the Nominating Committee at least thirty (30) days before an election a copy of the biographical information of each candidate.
9. Arranges for the mailing of biographical information of each candidate at least fourteen (14) days before an election.
10. Reports immediately in writing the names of successful candidates to all officers, members of the Executive Committee/Board and all candidates.

#### Section V: Duties of the Treasurer

1. Maintains internal financial records.
2. Submits an annual financial report to the Vice President/President Elect,
3. Passes on all Treasurer's records in good order and a suggested budget for the coming year within one month after leaving office.
4. Complies with the internal control policy of the Maryland Library Association as outlined in the MLA Manual Section on Internal Control Policy

### **ARTICLE V Term of Office**

The terms of office shall correspond to the fiscal year of the organization, which shall be 1 July through 30 June. The Vice-President shall be elected for a term of three (3) years, serving the first year after election as Vice-President, the second year as President, and the third year as Past President. The Secretary shall be elected for a term of two (2) years in even-numbered years. The Treasurer shall be elected for a term of two (2) years in odd-numbered years. Elected officers may serve two (2) consecutive terms and shall be eligible for reelection after one year out of office.

Section I: Officers shall be elected annually for the term of office specified in the By-Laws. Officers and members of the Executive Committee/Board shall take office immediately after the annual meeting.

Section II: Removal From Office – Any elected official may be removed from office upon a majority vote of the Executive Committee.

### **ARTICLE VI MEETINGS**

Section I: The organization must have at least four membership meetings and one annual meeting each year.

Section II: The business section of each membership meeting will be open to members only. Section

III: The program section of each membership meeting may or may not be open to the public. Section

IV: The Annual meeting shall be held each year at the annual MLA/DLA conference.

### **ARTICLE VII: QUORUM**

Ten (10) percent of the members in good standing shall constitute a quorum.

### **ARTICLE VIII DUES**

Dues will be determined jointly by the Executive Committee of MLA and BCMLA

Fiscal year for dues is July 1 to June 30.

#### **ARTICLE IX: COMMITTEES**

Section I: Ad Hoc Committees inclusive of a membership committee may be appointed by the President with the approval of the Executive Committee as needed.

Section II: All committee chairpersons shall submit a written report to the President at least one (1) week before each membership meeting. The reports shall be summarized by the President or by his/her designee at the membership meeting.

Section III: All committee chairpersons shall submit a written annual report to the President of BCMLA. The President will include a summary of these reports in his or her Annual Report to the Membership.

#### **ARTICLE X: NOMINATIONS AND ELECTIONS -**

The President, with the approval of the Executive Board, shall appoint a chair of the Nominations Committee no later than the first Monday of June. It shall consist of no fewer than three (3) members who are approved by the Executive Board. The committee will nominate at least two (2) candidates for each elective office of the Black Caucus of the Maryland Library Association. Any member in good standing may seek nomination by submitting a petition signed by a minimum of five (5) members or ten percent (10%) of the total number of members in good standing, whichever is higher.

The Nominations Committee shall present the names of the candidates along with their written acceptances to the Maryland Library Association Nominations and Elections Committee by September 1. The Black Caucus of the Maryland Library Association elections process will follow Article XII Nominations and Elections of the Maryland Library Association Manual.

#### **ARTICLE XI: Steering COMMITTEE -**

The Executive Committee shall consist of the elected officials: President, Vice President/President Elect, Secretary, Treasurer, and immediate past President.

The Executive Committee shall have the authority to conduct all business pertaining to the organization between membership meetings.

The Executive Committee must meet before each membership meeting. Other meetings may be called by the President as needed.

The President may invite members to attend the Executive Committee meetings as needed.

Any member in good standing may request in writing to the President permission to attend the Executive Committee/Board at least one week prior to the scheduled meeting.

#### **ARTICLE XII: Executive Committee**

The Executive Committee consists of the elected officials, the immediate past President and the chairpersons of the standing committees.

The President may invite members to attend the Executive Committee meetings as needed. The

Executive Committee must meet twice (2) annually. Other meetings may be called as needed.

Section 1: Terms of service

1. Appointed officers may serve four (4) consecutive one (1) year terms and shall be eligible for reappointment after 1 year out of office.

Section 2: Duties of the Steering Committee

1. The Steering Committee shall constitute the managing board of the BCMLA. As such, it shall have power and authority to carry out policies of the BCMLA and have custody of all property of the Association.

**ARTICLE XIII: PARLIAMENTARY AUTHORITY**

The rules contained in Roberts' RULES OF ORDER, REVISED, shall govern the organization in all cases where applicable where they are not inconsistent with the Constitution and By-Laws of this organization.

**ARTICLE XIII: PROFESSIONAL INVOLVEMENT**

Members of the Black Caucus of the Maryland Library Association are encouraged to join the Black Caucus of the American Library Association and other professional organizations to promote and share the interests and concerns of other Black library workers in the profession.

**ARTICLE XIV: AMENDMENTS**

These articles may be amended after consideration by the members of the Executive Committee by a two-thirds vote at a general business meeting of the organization or in the absence of a general meeting by a two-third vote by e-mail, provided that a copy of the proposed amendment has been sent to each member of the organization at least 60 days before the date set for final action.