

Bylaws of the *Association of Bookmobile and Outreach Services* (Revised 2006)

Table of Contents

Article 1. Name

Article 2. Object

Article 3. Membership/Dues

Article 4. Meetings

Article 5. Officers

Article 6. Executive Board

Article 7. Committees

Article 8. Parliamentary Authority

Article 9. Protection of Tax Exempt Status

Article 1. Name

The name of this organization is the **Association of Bookmobile and Outreach Services**.

Article 2. Object

Section 1. The **Association of Bookmobile and Outreach Services** is established exclusively for charitable and educational purposes. It will be incorporated under the laws of Pennsylvania and conducted as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law). It shall promote librarianship to develop and increase the usefulness of libraries' provision of bookmobile and outreach services to meet diverse community information and programming needs.

Article 3. Membership/Dues

Section 1. Membership in this Association will be open to any person or institution interested in librarianship and in libraries serving citizens by way of bookmobile and other outreach programs. Dues for membership will be set by the Board of Directors and ratified by four (4) board members and a majority of members present at the Association's Annual Meeting. Dues will be assessed by the Association annually for the period commencing January 1.

Section 2. There are three categories of members:

- (a) Full voting members
- (b) Associate members (listserv privileges only)
- (c) Vendor members

Article 4. Meetings

Section 1. The date of the regular annual meeting shall be set by the Board of Directors who shall set the time and place. New members are elected to the Board of Directors at this meeting.

Section 2. The Association may hold additional meetings either virtually or real time.

Article 5. Officers

Section 1. Officers. The required officers of the **Association of Bookmobile and Outreach Services** are the president, vice-president/president-elect, immediate past president, secretary, treasurer, and immediate past /treasurer.

Section 2. Elections. The officers of the **Association of Bookmobile and Outreach Services** shall be elected annually from the full voting membership. Nominations will be received at the annual business meeting and electronic nominations will be accepted for a period not to exceed one month from the annual meeting date. Elections will be held either by paper ballot or electronically each November.

Section 3. Terms of Office. Officers will take office at the first meeting of the board following the annual meeting or January 1st of the following year. Each will serve a term of one (1) year except as otherwise provided by these Bylaws.

Section 4. Duties of Officers will include the following duties as well as those assigned by the Board of Directors and the parliamentary authority of the Association.

A. President. The President shall have customary duties of the office of president and shall preside over all meetings of the Association, be a member of the Board of Directors and be a non-voting member of all committees including the steering committee. The current President shall also be chair of the annual conference held during his/her term of office.

B. Vice-President/President Elect. The Vice-President/President Elect shall assist the President and be responsible for the coordination and implementation of the work of the committees and task forces assigned by the President. When the President is unable to serve, the Vice-President shall act as President. This person will assume the presidency after one year of service as the Vice-President/President Elect.

A. Immediate Past President. The Immediate Past President shall serve as chairperson of the Bylaws and Nominating Committees.

B. Secretary. The Secretary shall keep an accurate record of all meetings including Executive Committee and General Membership meetings. These minutes must be available at or before the next regular meeting of either the Executive Committee or General membership.

C. Treasurer. The Treasurer shall be responsible for the safekeeping of all funds of the organization and payment of all duly incurred bills. Funds shall be deposited with the organization's fiscal agent. The Treasurer shall be responsible for the writing of all checks for the organization as well as maintaining balanced books. The Treasurer shall be responsible for reporting in written form an accounting of credits and expenditures to Executive Committee and General Membership. The Treasurer shall be responsible for submitting a budget proposal to the Executive Committee and adopted by the Board of Directors. The Treasurer shall be a member of the Long Range Planning Committee.

D. Immediate Past Treasurer. The Immediate Past Treasurer shall serve as chairperson of the Long Range Planning Committee.

Section 4. Removal of Officer(s). An officer may be removed by the majority vote of the Board of Directors present and voting, for cause as determined by Association policy as enacted by the Board.

Article 6. Board of Directors

Section 1. Members. The Board of Directors will be composed of six (6) at large members (2 elected per year for 2 year terms) and the President, President Elect, Past President, Secretary, Treasurer and immediate Past Treasurer of the Association. In addition, the Director of the Center for the Study of Rural Librarianship at Clarion University of Pennsylvania will serve as Association Director perpetuate. It is expected that the Board of Directors shall work closely with the Association and provide checks and balances as needed. The members of the Board of Directors receive no compensation for their work other than reasonable expenses.

Section 2. Terms of Office. Board members will assume office at the first board meeting following their election and can serve for up to two (2) consecutive terms.

Section 3. Duties. The Board of Directors will have general supervision of the affairs of the Association, fix the time and place of business meetings, make recommendations to the Association and perform other duties as specified by these Bylaws or the parliamentary authority. The Board will be subject to the orders of the Association and none of its acts will conflict with action taken by the Association.

Section 4. Powers. The Board of Directors will have sole power, on behalf of the Association, or any of its committees or subunits, to incur indebtedness, solicit funding, make public statements, issue public writings and establish and maintain relations with other organizations.

Section 5. Quorum and Voting. A quorum of all Board members will constitute the ability to conduct business at a Board meeting. In the event a Board meeting does not have a quorum, discussion, but no voting may occur. Affirmed resolutions of the Board of Directors will be supported by the vote of at least a simple majority of ABOS members. Voting may be done either electronic or paper ballot at the discretion of the Board of Directors.

Section 6. Meetings. Meetings (virtual or real time) of the Board of Directors will be called, and the time and place set, at the discretion of the president or four (4) voting members of the Board. There shall be at least two (2) meetings of the Board of Directors called and convened between the annual meetings of the Association.

Section 7. Publication of Resolutions. The text of these Bylaws, and all major resolutions and policy decisions of the Association will be published on the **Association of Bookmobile and Outreach Services** web site.

Section 8. Removal of Board Member(s). A member may be removed by vote of the Board, for cause as determined by Association policy, as enacted by the Board. The general membership may petition the board for recall of a board member by petition with 25% of the membership signing the petition.

Article 7. Committees.

Section 1. Executive Committee. The six (6) elected board members shall serve as the Executive Committee. Except for the power to amend the Constitution and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 2. Finance Committee. The members of the Finance Committee shall be appointed by the Executive Committee for a term of two years, overlapping so that no more than one half of the members retire in any one year. Appointments to this committee shall not exceed two consecutive terms. The Treasurer will serve as chair of the Finance Committee, which shall include a minimum of three (3) other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan and annual budget with staff and other Board members. The Board must approve the budget and all expenditures must be within the budget. Any major change in the budget must be approved by the Board of Directors. The fiscal year shall be the calendar year matching. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be available to the membership, Board members and the public.

Section 3. Membership Committee. The members of the Membership Committee shall be appointed by the Executive Committee for a term of two years, overlapping so that no more than one half of the members retire in any one year. Appointments to this committee shall not exceed two consecutive terms.

Section 4. Long Range Planning Committee. The members of the Long Range Planning Committee shall be appointed by the Executive Committee for a term of two years, overlapping so that no more than one half of the members retire in any one year. Appointments to this committee shall not exceed two consecutive terms. This committee will be chaired by the Immediate Past Treasurer and is charged with providing written direction for the organization in three to five year increments. The Long Range Planning document must be presented to the General Membership for approval. The Long Range Planning Committee shall provide a written annual assessment of objectives and goals met by the organization and present that assessment to the General Membership at the annual meeting of the association.

Section 5. Nominations Committee. The members of the Nominations Committee shall be appointed by the Executive Committee for a term of two years, overlapping so that no more than one half of the members retire in any one year. This committee shall be chaired by the President, is charged with forming a slate of officers, confirming their membership in the organization and running elections in November of each year.

Section 6. Conference Planning Committees. The members of the Conference Planning Committee shall be appointed by the Executive Committee for a term of two years, overlapping so that no more than one half of the members retire in any one year. Appointments to this committee shall not exceed two consecutive terms. This shall actually represent two active committees. The first is formed to plan the even year's conference (secure hotel, agenda, speakers, etc.). The second conference planning committee is appointed and charged with planning the odd year's conference (secure hotel, agenda, speakers, etc.).

Section 7. Conference Vendors/Exhibitors. The Conference Vendors/Exhibitors Committee shall be a sub-committee of the conference planning committees. It is charged with working with vendors to support the conference and helping to ensure the conference is a positive experience for vendors and exhibitors.

Section 8. Web Site Development Committee. The members of the Web Site Development Committee shall be appointed by the Executive Committee for a term of two years, overlapping so that no more than one half of the members retire in any one year. Appointments to this committee shall not exceed two consecutive terms. This committee is charged to work with the officers and Board of Directors to create and maintain an interactive web site for the membership. Included in this charge is the active solicitation of articles of interest to members of the **Association for Bookmobile and Outreach Services** membership.

Section 9. Advocacy Committee. The Advocacy Committee shall be appointed by the Executive Committee for a term of two years, overlapping so that no more than one half of the members retire in any one year. Appointments to this committee shall not exceed two consecutive terms. This committee is charged with working to promote the **Association of Bookmobile and Outreach Services**.

Section 10. Ad hoc Committees. Ad hoc committees will be formed and appointed by the Board of Directors as needed. The Board of Directors will create committees by a simple majority vote of those present and voting at any meeting.

Article 8. Parliamentary Authority

Section 1. Parliamentary Authority. The rules contained in **Special Parliamentary Procedures for Small Boards in Robert's Rules of Order, Newly Revised. (Scott Foresman, 1990)** will govern the Association in all cases to which they are applicable and in which they are consistent with these Bylaws and any special rules of order the Association may adopt.

Section 2. Voting. The majority of members voting shall decide general and special elections.

Section 3. Bylaw changes. Changes to the Bylaws of the Association require a majority vote of the Board of Directors and must then be approved by a vote of the members. Bylaws shall be amended by a 2/3 majority vote of the members responding to an online or mail referendum included in an official ABOS ballot or as a separate mailing to members.

Article 9. Protection of Tax Exempt Status

Section 1. Activities Restricted. No part of the net earnings of the Association will inure to the benefit of, or be distributable to, its members, executive board members, officers and other private persons, except that the Association will be authorized and empowered to make reasonable compensation for services rendered to make payments and distributions in furtherance of the Association's educational, charitable and scientific purposes, including distributions to other such organizations under Section 501 (c)(6) of the United States Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of the Association will be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association will not participate in, or intervene in, including the publishing or distribution of statements or any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of the Association's articles of incorporation or these Bylaws, the Association will not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

Section 2. Dissolution. Upon any dissolution, voluntary or involuntary, revocation of it's charter, insolvency or bankruptcy of the Association, the Board of Directors will, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all remaining assets of the Association by donation to the Library of Congress for such use as the Library of Congress will determine at its own discretion.

As adopted October 2006