

NEW MEXICO CONSORTIUM OF ACADEMIC LIBRARIES BYLAWS

Section 1. Official Name

The name of this group is the New Mexico Consortium of Academic Libraries.

Section 2. Objectives

The New Mexico Consortium of Academic Libraries (NMCAL) will provide a forum for the discussion of common goals and on-going communication among the academic libraries in New Mexico. Such communication should improve sharing of resources, services, and information about developments in individual libraries for the benefit of students and faculty in New Mexico's higher education institutions, and should aid in the search for solutions to common problems.

- a. The Consortium will provide the means to present the unified positions of academic libraries on key issues affecting them to governmental committees, the public, and other appropriate bodies.
- b. The Consortium will provide the means to jointly devise and carry out programs such as: enhanced library cooperation for resource sharing, collection development, and improved funding for library acquisitions and services in all academic libraries.

Section 3. Membership

All academic libraries, as defined by the National Center for Education Statistics (NCES), in New Mexico are eligible for membership. (See <https://nces.ed.gov/surveys/libraries/academic.asp> for the full definition.)

All member institutions will be represented by the library director or dean or his/her designated representative.

The State Librarian or his/her designee will be an ex officio member of NMCAL.

Other organizations representing academic libraries at the state-wide level may be considered by the Executive Committee for ex officio membership.

Section 4. Dues and Members in Good Standing

The Executive Committee will recommend a dues structure to the members for approval. All members who are current in their dues will be considered in good standing and shall be eligible to vote, and may be eligible to participate in consortial agreements.

Failure to pay dues will result in loss of good standing.

Section 5. Officers

Officer candidates must be a library director or dean from a member institution that is in good standing. Candidates must have attended at least two NMCAL meetings. All officers will be limited to two consecutive terms.

There will be seven officers elected by the membership: President, Vice President/President Elect, Secretary, Treasurer, a Representative from a two-year institution, a Representative from a four-year institution, and an Archivist.

The President will serve one year in that capacity, immediately following their year as Vice President/President Elect. In addition, they will serve one more year on the Executive Committee as Past President.

The Vice President/President Elect will serve three years, one year as Vice President/President Elect, one year as President, and one year as immediate Past President. The Vice President/President Elect will be elected annually. When possible, the Vice President/President Elect will alternate between two and four-year institutions.

The Secretary and the Representative from a two-year institution will serve for two years and will be elected in even-numbered years.

The Treasurer and the Representative from a four-year institution will serve for two years and will be elected in odd-numbered years.

The Archivist will be elected every four years in leap years.

The President may appoint interim officers when a vacancy occurs.

Section 6. Officer Responsibilities

The President will:

1. Provide an agenda for each meeting.
2. Preside over meetings of the membership.
3. Promote and sustain programs or decisions of the Consortium.
4. Chair the Executive Committee.
5. Serve as an ex-officio member of all standing committees.
6. Initiate the nominating process for elections.
7. Appoint interim officers in case of a vacancy.

The Vice President/President-Elect will:

1. Plan the logistics of the annual retreat.
2. Serve in the absence of the President.
3. Assist the President and other Executive Committee members, as requested.

The Secretary will:

1. Record, disseminate, and post the minutes of each meeting in a timely manner.
2. Distribute, collect, and tabulate ballots via the most expedient method and/or means available.
3. Send notices of meetings.
4. Maintain all minutes and voting records.
5. Ensure that the information on the NMCAL website is current.

The Treasurer will:

1. Maintain legal documents and financial statements of the Consortium.
2. File all annual paperwork to maintain NMCAL's status as a nonprofit organization with the New Mexico Public Regulation Commission.
3. File all needed forms and documents with the U.S. Government to maintain 501 c 3 status.
4. Disseminate annual invoices for membership dues.
5. Maintain checking account for Consortium.
6. Provide financial reports to the membership.
7. Maintain a list of members in good standing.

The two-year and four-year Representatives will:

1. Attend Executive Committee meetings and meetings of the whole membership to represent the interests of their respective constituents.
2. The Representatives will willingly take on additional duties, as requested by the Executive Committee.

The Archivist will:

1. Maintain all historic records of the organization.
2. Attend Executive Committee meetings and meetings of the whole membership.

Section 7. Standing Committees, Statistics Representative, and Task Forces.

Executive Committee

The Executive Committee is a standing committee that consists of the seven above-named officers, the immediate past president, and the chairs of each of the other standing committees.

The Executive Committee will:

1. Be responsible for overall planning of the Consortium.
2. Act on behalf of the Consortium when appropriate.
3. Create task forces/ad hoc committees, as needed.
4. Recommend the creation or elimination of standing committees to the full membership for approval.
5. Solicit nominations for openings on the Executive Committee and coordinate the election process.
6. The Executive Committee will develop a charge for each of the other committees.

Other Standing Committees

The Standing Committees are:

Legislative
Resource Sharing
Professional Development
Public Relations

Chairs of standing committees are appointed by the Executive Committee. Each standing committee chair must be a library

director or dean of an NMCAL member institution in good standing.

Membership on standing committees is solicited by the chair of that committee and may include NMCAL members as well as librarians and library staff of member institutions.

For the sake of continuity, terms for members of standing committees will remain at the discretion of the individual members but will not be less than one year.

The Chair of each standing committee is responsible for providing regular written reports to the membership. Reports will be given at NMCAL meetings by the Chair or a Chair-appointed designee. In addition, the Chair is responsible for maintaining information on the Consortium website.

Academic Library Statistics Representative

There will be an Academic Library Statistics Representative to gather and report on academic library statistical data in New Mexico.

Task Forces and Ad Hoc Committees

Task forces and ad hoc committees may be created by the Executive Committee or at the request of the membership for a limited term as needed for dealing with specific issues.

Section 8. Meetings

Frequency: The full membership will meet at least two times a year. Special meetings may be called by the Executive Committee.

Notice of Meetings: The Secretary will provide adequate notice of meetings to the membership.

Quorum: A quorum will consist of representatives from 1/3 of the members. In the event that less than 1/3 of the membership is present at the meeting, the agenda for the meeting will proceed including all motions requiring a vote, unless a member in good standing who is present at the meeting calls for a quorum. In such an event, the

Secretary will do an official count of the members present. If indeed less than 1/3 of the membership is present when a quorum is called, all motions will be tabled.

Section 9. Nominations and Elections

The Executive Committee will solicit nominations and coordinate the election process for open officer positions each spring.

The Secretary will be responsible for distributing ballots to the membership each spring. The ballot will include a space for write-in candidates.

Elections will be held every spring. Elections for Vice President/President Elect will occur annually. Elections for the Secretary and the Representative from a two-year institution, will be held in even-numbered years. Elections for the Treasurer and the Representative from a four-year institution will be held in the odd-numbered years. Elections for the Archivist will be held in leap years.

Candidates receiving the majority of votes shall be declared elected. Officers will begin their terms immediately following the summer meeting.

Section 10. Voting

Members in good standing or their designee are eligible to vote on questions or resolutions that come before the Consortium. Any question or resolution will be considered passed affirmatively if 2/3 of the members present at a meeting or submitting a vote online vote yes.

The Library Director or Dean will provide written notification to the Secretary to name a designee to vote in his/her absence, at least 24 hours before said meeting.

If a vote will be taken online, a quorum will consist of 1/3 of the membership. Online voting will be conducted as business of the organization dictates. Voting will be conducted within a reasonable time frame as determined by the Executive Committee.

The Secretary will track and report only the totals of the voting results. How individual members vote will not be reported.

Section 11. Amendments

An amendment to these Bylaws may be proposed by any member of the Consortium who is in good standing. Notice with proposed changes must be given to the membership at least 30 days in advance of a vote. It must be approved by 2/3 of the members voting.

Adopted by the membership on August 1, 2016