Juneau Chapter of the Alaska Library Association
Bylaws
Adopted March 8, 2016

ARTICLE 1. NAME, LEGAL STATUS & ADDRESS
1.1 The name of this organization shall be the Juneau Chapter of the Alaska Library Association.
1.2 The Juneau Chapter is a subordinate unit of the parent organization, the Alaska Library Association (AkLA). AkLA is a non-profit organization under the laws of the State of Alaska and a publicly supported, tax exempt organization under Section 501c(3) of the Internal Revenue Code.
1.3 The address of the Juneau Chapter shall be 292 Marine Way, Juneau, AK 99801.

ARTICLE 2. PURPOSE
2.1 The purpose of this organization shall be to promote and advocate for library services and information access in Juneau and in Alaska, to promote and support the program, mission, and values of AkLA, and to promote professional development and networking opportunities for the members.

ARTICLE 3. MEMBERSHIP
3.1 The Chapter welcomes all persons who work in or have an interest in library services to become members by filling out a membership form and paying dues.
3.2 Each member shall be entitled to one vote.

ARTICLE 4. DUES
4.1 Dues for membership in the Juneau Chapter are set by the membership and are payable annually in January. A membership year shall be one calendar year.
4.2 A Member in good standing is defined as one who has paid their dues for the current year.

ARTICLE 5. OFFICERS
5.1 The Officers of the Chapter shall be: Chair, Secretary, Treasurer, and Web Coordinator.
5.2 The four Officers shall constitute a Board and may conduct business for the Chapter between general meetings.
5.3 Primary duties of the Chair shall be schedule and preside over meetings, to prepare an agenda for each meeting, to keep the roster of members, to represent the Chapter on the Executive Council of the Alaska Library Association, and to prepare and submit the Chapter annual report.
5.4 Primary duties of Secretary shall be to record and distribute the minutes of the meetings, maintain the records of the Chapter and tally the election ballots.
5.5 Primary duties of Treasurer shall be to keep a full and accurate account of receipts and disbursements of Chapter funds. The Treasurer will be responsible for depositing all monies generated and processing all authorized withdrawals with the bank designated by the Board. The Treasurer shall deliver a report on Chapter accounts at regular meetings and at other times when requested by the Chair. The Treasurer shall prepare the annual financial report required for AkLA.
5.6 Primary duties of the Web Coordinator shall be to maintain the Chapter website and other social media accounts associated with the Chapter. The Web Coordinator shall post notices of all regular and special meetings on the web site at least one week in advance.
5.7 Officers serve for one year with responsibilities assumed on the date of the opening of the AkLA annual meeting.
5.8 A vacancy in the office of the Chair shall be filled by the Secretary. Vacancies in the office of Secretary, Treasurer, and Web Coordinator shall be filled by appointment of the Chair.
5.9 Removal of an officer: An Officer may only be removed from office through a Special Election, for which two-thirds of those members voting shall prevail.
5.10 Officers may serve additional and/or consecutive terms if elected.

ARTICLE 6. AUTHORIZATION OF TRANSACTIONS WITH CHAPTER FUNDS
6.1 All checks, drafts or other orders for payment of money issued in the name of the Juneau Chapter shall be authorized by a vote of the majority of the Board and reported at the next regular meeting.
6.2 All funds not otherwise employed shall be immediately deposited to the Chapter bank account.
6.3 Acceptance of donations and gifts shall be authorized by a vote of the majority of the Board.

ARTICLE 7. MEETINGS
7.1 Meetings will be held at least twice a year.
7.2 Meetings shall be conducted according to Robert's Rules of Order.
7.3 Members present at a meeting shall constitute a quorum. A simple majority of the quorum is all that is required to transact the business of the Chapter except as noted elsewhere in these bylaws

ARTICLE 8. ELECTION OF OFFICERS & AMENDMENTS TO BYLAWS
8.1 For purposes of election of officers or amendments to bylaws, electronic voting shall be allowed and a quorum shall consist of those members in good standing participating in the election.
8.2 All members in good standing shall be allowed to vote.
8.3 Nominations for Chapter officers may be made by any member.
8.4 There shall be an annual election by mail and/or electronic mail ballot for officer positions. Election shall take place in December. Officers shall be determined by a plurality of the voting members.
8.5 The Bylaws may be amended by two-thirds majority of voting members, providing email and web notice of the proposed change has been given the membership four weeks prior to the election.

ARTICLE 9. COMMITTEES
9.1 The Board may establish ad-hoc committees as needed.
9.2 The Chair of the ad-hoc committee shall be appointed by the Chapter Chair.
9.3 The Chapter Chair is an ex officio member of all committees.

ARTICLE 10. OFFICIAL RECORDS
10.1 Records of the current year plus four previous years shall be maintained by the Chapter Secretary. For years older than five, the records shall be sent to the AkLA Historian or the AkLA Executive Officer for inclusion in the AkLA Archives.