

## **ASSOCIATION PROCEDURES**

### **MEETINGS**

There shall be three or four regular membership meetings of BTLA annually as deemed appropriate by the membership, with two of these required as membership/business meetings in March and September, on or about the third Tuesday in March and on or about the third Thursday in September. One of the non-membership/business meetings may be the Spring Picnic. However, the date of the meetings may be changed in the event of a conflict with other library-related meetings. All officers shall meet before the biannual meetings at a time and place convenient to them, to plan the year's programs.

Location of meetings shall rotate among the member libraries or at other convenient meeting places appropriate to the program. Insofar as possible, rotate between the different kinds of libraries (public, academic, school, and special). In the event of a guest speaker, a restaurant may be an appropriate meeting place. Members would be responsible for the cost of their own meals, with the speaker's meal furnished by the Association.

Refreshments may be provided by the host library or other volunteers.

A list of previous meetings shall be kept. Each entry should include the date of the meeting, location, speaker, subject of program, and other related information, e.g., tour of the facilities, or new equipment in the library.

### **MAILING LIST**

The Secretary shall be responsible for keeping the mailing list current. The Treasurer shall provide the Secretary with the names of members as dues are paid each year. Upon payment of dues, new members will be provided with a current BTLA informational brochure and a note of welcome (either by email or postal service, whichever the Secretary deems most appropriate). If dues are not paid for two (2) consecutive years, names may be deleted from the mailing list. In addition to personal members, the mailing list shall include area libraries (public, academic, special) and school system library media coordinators. In order to reduce postage costs, personal members may be contacted by email, if their addresses are known. Use of email is preferable and may be used exclusively at the Secretary's discretion.

Costs for copying services and postage (for notices of meetings, correspondence, etc.) shall be reimbursed by the Treasurer.

**CONSTITUTION AND BY-LAWS**  
**BOONE TREE LIBRARY ASSOCIATION**  
A Regional Chapter of the Tennessee Library Association

**ARTICLE I – NAME**

The name of this organization shall be the Boone Tree Library Association.

**ARTICLE II – OBJECTIVES**

The objectives of this chapter shall be:

- a) To foster the development of better library service to all types of libraries.
- b) To promote professional growth.
- c) To provide a means of communication among library staff and libraries.
- d) To provide social opportunities for library staff to become better acquainted.

**ARTICLE III – MEMBERS**

- Section 1. Any person engaged in library work or a library trustee, concentrating on the greater Tri-Cities area of Tennessee and Virginia.
- Section 2. The dues shall be \$10.00 each year and may be payable at either the Spring or Fall meeting. Failure to pay dues at three consecutive meetings is considered a lapse in membership. The dues will cover the next two meetings following payment.

**ARTICLE IV – OFFICERS**

- Section 1. The elected officers of this association shall be:
- a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Webmaster (non-voting)
- Section 2. Officers shall be elected at the Fall meeting in even years.
- Section 3. The Executive Board shall consist of the above elected officers.
- Section 4. The term of office for the above officers shall be two years. These officers shall be eligible for immediate re-election for an additional two years if so elected by the membership.
- Section 5. In case of a vacancy in any of the above offices, the Executive Board shall have the power to fill vacancies until the next regular election.
- Section 6. The President shall appoint a nominating committee at least one (1) month prior to the Fall meeting in election years.
- Section 7. The President shall serve on the Board of Directors of the Tennessee Library

Association. The President must be a member of the Tennessee Library Association.

Section 8. The Webmaster is a non-voting member of the Executive Board and shall be appointed by the board.

#### ARTICLE V – MEETINGS

Section 1. Each year the Association shall hold two meetings, on or about the third Tuesday in March and on or about the third Thursday in September. Meeting dates may be changed to avoid conflicts with other library related meetings, or to facilitate scheduling of meeting rooms and/or speakers.

Section 2. The Executive Board shall be vested with the power to call a special meeting or meetings at any time advantageous to the association.

Section 3. The Executive Board shall be responsible for securing a host for each meeting, rotating the locations insofar as possible.

Section 4. Members from the host group shall be responsible for local arrangements.

#### ARTICLE VI – PARLIAMENTARY AUTHORITY

The Parliamentary Authority of this association shall be the most current revision of *Robert's Rules of Order*.

#### ARTICLE VII – AMENDMENTS

Section 1. Amendments to this constitution shall be made only at a regular meeting by a vote of two-thirds (2/3) of the members present.

Section 2. Amendments shall be presented in writing to the total membership at the regular meeting prior to the meeting at which action is to be taken.

Section 3. The Constitution shall be revised as the Executive Board deems necessary. Proposed revisions shall be presented in writing to the total membership the regular meeting prior to the meeting at which action is to be taken.

#### **DUES**

Dues shall remain at \$10.00 annually, payable at either the Spring or Fall meeting, until a change shall be voted upon by the officers.

#### **TREASURER**

BTLA funds are kept in a checking account at First Tennessee Bank. When a new Treasurer is elected, he/she should take a copy of the minutes that gives the names of the newly-elected officers to the bank to register a signature, and get authorization to access the account. The account was originally opened at First Tennessee Bank in Kingsport, Tennessee, but any branch may be used.

### **GUEST SPEAKERS**

An honorarium of \$50.00 may be paid to guest speakers. Travel expenses for guest speakers may be reimbursed at current mileage rates commonly in use. Whenever possible, guest speakers who need to stay overnight should stay at the home of a Boone Tree officer or member. The cost of a meal out for the guest may be reimbursed to the host member from the treasury. The Officer arranging the guest speaker should settle all details of payment in advance and notify the Treasurer accordingly.

### **REPORTS TO TLA**

Since the Boone Tree Library Association is a Regional Chapter of the Tennessee Library Association, the President should send quarterly and annual reports of BTLA meetings and activities to the President of the Tennessee Library Association, whose contact information should be available via the TLA homepage (<http://www.tnla.org>).

The President, or another BTLA member in his/her absence, shall attend the Board of Directors meeting of the Tennessee Library Association if at all feasible. If no one can attend, a report of current activities should be sent to the TLA President.

The Secretary should see that a report of each meeting, and the names of newly elected officers, is made to the *TLA Newsletter*. Please check the TLA website (<http://www.tnla.org>), for the editor's name and deadlines for submission. Mail news items to the TLA Editor at the address given on the TLA website or in the latest *TLA Newsletter*.

### **ARCHIVES**

BTLA papers and files shall be kept by officers for a period of at least two years. All earlier papers and files that have historical value for the Association (e.g., minutes of the meetings, copies of all mailings to members, Treasurer's reports, correspondence with guest speakers, etc.) shall be given to the Archives of Appalachia, located in the Sherrod Library, ETSU, providing a place of safe-keeping for BTLA and a historical resource for the Archives. The BTLA Secretary shall be responsible for gathering papers from other Officers and presenting them to the Archives. This gathering of archival materials shall be handled prior to each new set of Officers taking office after the Fall meetings of even-numbered years to insure that incoming Officers need not take care of said responsibilities of the out-going Officers.

### **ANNUAL AWARD**

An annual award will be presented with a plaque at the Fall meeting annually. The award does not have to be given if there are no deserving candidates. The award will be designated the "Elise Draper Barrette Award". The award will go to a longstanding member who has made significant sustained contributions to libraries in northeast Tennessee. The expenditure from the BTLA budget is not to exceed \$100 per award. The annual selection will be made by the executive committee.

A copy of this manual shall be provided to each newly-elected Officer by the out-going Secretary.

**Revised Spring 2007 and Passed Spring 2008**