

# **Bylaws of the On-line Audiovisual Catalogers**

## **Article I. Name**

The name of this organization is the On-line Audiovisual Catalogers. The official acronym of the organization shall be OLAC.

## **Article II. Non-profit status**

This organization is a non-profit association organized and operated exclusively for the purposes and objectives stated in Article III. No part of the net earnings shall inure to the benefit of any individual except that expense incurred and reasonable compensation for services of employees of the organization may be paid.

## **Article III. Purposes and objectives**

### **Section 1**

To establish and maintain a group that can speak for catalogers of audiovisual materials. Audiovisual materials include, but are not limited to, sound and video recordings, electronic resources, three-dimensional artifacts and realia, kits, and graphic and cartographic materials.

### **Section 2**

To provide a means for exchange of information about the cataloging of audiovisual materials.

### **Section 3**

To provide a means of continuing education for catalogers of audiovisual materials.

### **Section 4**

To provide a means of communication among catalogers of audiovisual materials.

### **Section 5**

To work toward common understanding of audiovisual cataloging practices and standards.

### **Section 6**

To provide a means of communication and advocacy with the Library of Congress, bibliographic utilities and other organizations.

## **Article IV. Members**

### **Section 1**

Membership is open to all individuals and institutions who are interested in the online cataloging of audiovisual materials and digital resources.

### **Section 2**

Dues are set by the Board of Trustees (Executive Board).

### **Section 3**

Institutional members have one vote by a designated representative at membership meetings.

## **Article V. Officers**

### **Section 1**

The officers of this organization are a President, a Vice President/President-elect, an Immediate Past President, a Secretary, a Treasurer, a Newsletter Editor-in-Chief, a Chair of the Cataloging Policy Committee (CAPC), an Outreach-Advocacy Coordinator, and a Web Developer.

The OLAC administrative year begins at the Annual Conference of the American Library Association (ALA Annual) and closes at the next ALA Annual. Terms for offices and committee members begin and end at the close of ALA Annual conferences.

### **Section 2**

- Elected offices  
There shall be an election held annually, with a Vice President/President-elect elected each year, and a Secretary and a Treasurer each elected in alternate years and each serving two year terms. The Vice President/President-elect shall serve the first year after election as Vice President/President-elect, the second year as President, and the third year as Immediate Past President. In the event of a vacancy of Secretary or Treasurer, the remaining officers shall select a replacement for the remainder of the term.
- Appointed offices  
Appointed officers are appointed during the closed portion of Executive Board meetings.
  - The Newsletter Editor-in-Chief shall be appointed by the Executive Board for a two-year term with the possibility of reappointment. Additional two-year appointments may be made indefinitely, based on continued satisfactory performance.

- The CAPC Chair shall be appointed by the Executive Board for a two-year term with the possibility of reappointment.
- The Outreach-Advocacy Coordinator shall be appointed by the Executive Board for a two-year term with the possibility of reappointment. Additional two-year reappointments may be made indefinitely, based on continued satisfactory performance.
- The Web Developer shall be appointed by the Executive Board for a two-year term with the possibility of reappointment. Additional two-year appointments may be made indefinitely, based on continued satisfactory performance.

Vacancies and service in more than one capacity: Should a vacancy occur in an appointed office, either because of election or appointment to a different position, or due to a resignation, a new appointment will be made as soon as possible. A short time lag between resignation and a new appointment is understood and acceptable.

A temporary appointment may be made to fill a vacancy should the Board determine an immediate need for the position.

Service is limited to one official position at a time. An official position is defined as: membership on the Executive Board or the Cataloging Policy Committee; or, a position as an OLAC-appointed observer or liaison. Any OLAC member who is currently serving in an official position is eligible for nomination to another official position.

The incumbent will continue to fulfill the duties of the initial office or appointment, and upon election or acceptance of a new appointment, will begin his/her duties following ALA Annual.

### **Section 3**

Duties of the officers.

- a. The President, in addition to regular duties, acts as presiding officer of the association, acts as representative of the organization with the Library of Congress, bibliographic utilities, and other organizations.
- b. The Vice President/President-elect substitutes as the presiding officer when necessary and acts as the program coordinator.
- c. The Immediate Past President attends the Executive Board meetings to counsel and inform; chairs the Nancy B. Olson Awards Committee.
- d. The Secretary performs the normal duties of the office and prepares all corporate reports required by the state in which incorporated.
- e. The Treasurer performs the normal duties of a treasurer and prepares all corporate reports required by the state in which OLAC is incorporated.

- f. The Newsletter Editor-in-Chief is responsible for content and preparation of the newsletters.
- g. The CAPC Chair sets the agenda of the Committee, appoints task force chairs, oversees the progress of task forces, and is responsible for presiding over the meetings of the Cataloging Policy Committee.
- h. The Outreach-Advocacy Coordinator is responsible for promoting the purposes and objectives of OLAC and encouraging membership growth, and maintaining membership records. This position also acts as a repository for fundraising data related to conference sponsorship and pursues conference donations in cooperation with the Conference Planning Committee. The Outreach-Advocacy Coordinator contributes regular reports to the OLAC Newsletter. At the coordinator's request and the board's discretion, task forces may be appointed as needed.
- i. The Web Developer is responsible for keeping the OLAC Web page available on the Internet and up to date with correct and timely information including the full text of each issue of the OLAC Newsletter as it becomes available.

## **Article VI. Elections**

### **Section 1**

Election of officers of OLAC shall be held annually on a date determined by the Elections Committee in consultation with the Executive Board.

- a. The Elections Committee consists of the OLAC Past Past President and at least one other OLAC member. The Committee is appointed at the Board meeting at the ALA Annual preceding the election.
- b. The election date shall be the one by which all ballots must be deposited with the Chair of the Elections Committee.
- c. The election date shall be during the month of April, at least two months prior to the OLAC Annual meeting.
- d. Those officers elected shall take office following ALA Annual of the election year.

### **Section 2**

The Elections Committee shall nominate candidates for Vice President/President-elect annually.

- a. In the years when their two-year terms expire, the Elections Committee shall also nominate candidates for Secretary and/or Treasurer.

- b. If a vacancy occurs in the office of the President earlier than 1 December, or if a vacancy occurs in the office of the Vice President/President-elect, the Elections Committee shall also nominate candidates for President.

### **Section 3**

The Chair of the Elections Committee shall submit the slate of nominees in writing to the Executive Board prior to ALA Midwinter.

- a. Additional nominations from the floor shall be solicited at the OLAC Membership meeting at ALA Midwinter. The slate shall be approved at this meeting.
- b. Candidates' biographies shall be published in the March OLAC Newsletter.

### **Section 4**

The Chair of the Elections Committee shall provide the ballots to all personal OLAC members by electronic ballot or, if requested by a member, first class mail.

- a. The ballot shall include the biographies of the candidates or contain a link to them.
- b. The ballot shall be made available to members no later than 30 days prior to Election Day as defined in Section 1.
- c. The ballot must be received by the Chair of the Elections Committee by the designated election date in order to be counted.

### **Section 5**

The election of an eligible nominee for the office of Vice President/President-elect shall be by a plurality of the valid votes cast for the office. In the case of a tie vote, the winner will be determined by lottery.

### **Section 6**

The election of an eligible nominee for the offices of Secretary and Treasurer shall be by a plurality of votes cast for that office. In the case of a tie vote, the winner will be determined by lottery.

### **Section 7**

If there are two or more candidates for President in the case of a vacancy (see Article VI, Section 2b), the election of a nominee shall be by a plurality of the valid votes cast for the office. In the case of a tie vote, the winner will be determined by lottery.

## **Section 8**

If a vacancy in the office of Vice President/President-elect occurs after the regular nominating and election sequence has begun, there shall be a special election for the office of the President for the term commencing after the next ALA Annual meeting.

- a. This shall not preclude the appointment of a Vice President pro tem.
- b. The procedure for carrying out the special election shall be the same as specified in Article VI, Sections 5-7. Should the results of this special election not be known until after the new term commences (following ALA Annual), the newly elected Vice President/President-elect shall serve as President pro tem until the new President takes office. The new President takes office as soon as he or she is notified of his or her election.

## **Article VII. Meetings of the membership**

### **Section 1**

Semi-annual meetings will be held at which business will be transacted by the membership. When possible, meetings will be in conjunction with such meetings as the American Library Association Annual Conference and Midwinter meetings.

### **Section 2**

Special meetings can be called by the President or the Executive Board. The purpose of the meetings shall be stated in the call.

### **Section 3**

Fifteen members shall constitute a quorum.

## **Article VIII. Board of Trustees (Executive Board)**

### **Section 1**

The officers constitute the Board of Trustees (Executive Board)

### **Section 2**

The Board of Trustees (Executive Board) has general authority to conduct the affairs of the organization between its membership meetings. The Board shall take no action in conflict with action taken by the membership in general membership meetings.

### **Section 3**

Regular meetings of the Board of Trustees (Executive Board) shall take place preceding the semi-annual meetings. Special meetings can be called by the President. Decisions regarding affairs of the organization may be determined by a majority of the Board of

Trustees (Executive Board) by e-mail, mail ballot, or conference call which is documented in the minutes of the next regular meeting.

## **Article IX. Committees**

### **Section 1**

Any standing committees shall be authorized by the Board of Trustees (Executive Board) with the charge of the committee stated in the authorization.

### **Section 2**

Members of standing or special committees shall be appointed by the President following consultation with the Executive Board. Members may be reappointed.

- Cataloging Policy Committee (CAPC). Comprised of at least seven members, two interns, and ex-officio members. Members serve two-year terms with possibility of reappointment to a second two-year term. The term of the Chair is for two years with the possibility of reappointment to a second two-year term. Interns serve one-year terms and may serve no more than two consecutive terms.
- Website Steering Committee: Comprised of at least five members. Members shall be the Web Developer (chair), Past President, the Outreach-Advocacy Coordinator, the chair of the Subcommittee for the Maintenance of CAPC resources, and other members. The other members serve either a two or one year term on a rotating basis. The Past President will be responsible for seeking volunteers and making appointments to the committee.
- Elections Committee (see Article VI).

### **Section 3**

Ad hoc committees may be appointed by the President for an indefinite term on authorization of the Board of Trustees (Executive Board) to accomplish specified tasks.

OLAC Executive Board members, CAPC members, and official observers and liaisons may serve as members of ad-hoc committees. However, since such committees are a useful way of getting OLAC members involved in OLAC governance, OLAC members who do not already hold an official position should be given preference for service on these committees. Newsletter staff, other than the Editor-in-Chief, are exempt from this bylaw.

Recurring ad-hoc committees include:

- OLAC Research Grant Committee. Composed of the Vice President (chair), Awards Committee. Composed of the Vice President (chair), the previous year's grant winner, and one OLAC member.

- Conference Program Planning Committee. Composed of the Conference Program Coordinator and at least two OLAC members.
- OLAC Conference Scholarship Committee. Composed of the Immediate Past President (Chair) and two OLAC members, preferably including the previous scholarship recipient.
- The Nancy B. Olson Award shall be administered by an Awards Committee, consisting of three OLAC members, no more than two of whom may be members of the OLAC Executive Board. The Past OLAC President shall chair the Awards Committee.

## **Article X. Parliamentary authority**

The rules in the current edition of Robert's Rules of Order Newly Revised which are not inconsistent with these Bylaws and any special rules of order which may be adopted shall govern the organization.

## **Article XI. Amendments**

Proposed amendments to the bylaws should be submitted in writing to the Board with signatures of at least three members, or, by recommendation of the Executive Board. Proposed bylaws amendments must be communicated to members no less than 30 days before a vote and put to a vote of the membership by electronic ballot provided to all personal OLAC members. The ballot will be distributed by the Board or a representative appointed by the Board. Amendments require approval of two-thirds of those responding.

## **Article XII. Dissolution**

Should future exigencies make the dissolution of this organization necessary, the properties and assets of the organization shall be disposed of by gift to the Association for Library Collections and Technical Services of the American Library Association.