

# **Middle East Librarians Association BYLAWS**

(Last amended 16 November 2007)

## **ARTICLE I. NAME AND NATURE**

Section 1. Name. The name of the organization shall be the Middle East Librarians Association.

Section 2. Nature. The Association shall be a private, non-profit, non-political organization of librarians and others interested in those aspects of librarianship which support the study of or dissemination of information about the Middle East. The area signified shall be considered to include those countries from Morocco through Pakistan as well as other areas formerly included in the Arab, Ottoman or Mughal empires.

## **ARTICLE II. PURPOSE**

It shall be the purpose of the Middle East Librarians Association to facilitate communication among Members through meetings and publications; to improve the quality of area librarianship through development of standards for the profession and education of Middle East library specialists; to compile and disseminate information concerning Middle East libraries and collections and to represent the judgment of the Members in matters affecting them; to encourage cooperation among Members and Middle East Libraries, especially in the acquisition of materials and the development of bibliographic control; to cooperate with other library and area organizations in projects of mutual concern and benefit; to promote research in and development of indexing and automated techniques as applied to Middle East materials.

## **ARTICLE III. MEMBERSHIP**

### Section 1. Membership and Subscribers

- A. Any person who is currently employed at or has retired from an institution to service Middle East library materials in a professional capacity (selection, acquisition, cataloging, reference work, administration, and/or preparation of research tools) or any person interested in Middle East library materials shall be eligible for Membership.
- B. Organizations and institutions may subscribe to *MELA Notes*, the official publication of the Association.

### Section 2. Application to Membership

Prospective members shall apply for Membership to the Secretary-Treasurer. Membership becomes active upon payment of dues. Retirees may pay dues at half the rate of other members. Dues must be paid in U.S. currency by any means approved by the board.

### Section 3. Privileges of Members

A. Members may attend all meetings of the Association and participate in discussions and programs. Members may attend committee meetings not designated as closed. Only Committee Members may vote in committee deliberations. Members in good standing shall be eligible to serve on committees.

B. Members shall be entitled to receive all correspondence and publications of the Association, including:

1. Minutes of meetings
2. Notice of meetings
3. Agenda of meetings
4. Roster of Members and Committee Members
5. By-laws and amendments
6. *MELA Notes*
7. Subscription to MELANET-L listserv

Subscribers shall be entitled to receive only the official publication of the Association, *MELA Notes*.

C. Members in good standing may serve as officers of the Association and vote in elections and meetings.

### Section 4. Dues.

Members may be required to pay such annual dues as voted by a simple majority of the Members present at the Annual Meeting. Notice for payment of dues will be sent to the membership thirty days before the annual meeting.

### Section 5. Terms of Membership.

Membership shall be continuous unless resigned by the Member or revoked in accordance with the provisions of Article III, Section 6. The Membership year begins at the time of the annual meeting.

### Section 6. Resignations or Removal of Members.

A. Any member may resign at any time, forfeiting dues paid for the balance of the year.

B. A Membership may be revoked by:

1. A majority vote of the Members present at any business session, in which case dues would be returned; or
2. The Secretary-Treasurer if the Member is more than twelve months in arrears of dues.

C. Any Member who has resigned from or has been removed from Membership and whose dues are in arrears and has continued to receive the benefits of Membership shall pay their back dues before being reinstated as a Member.

## **ARTICLE IV. ORGANIZATION**

Section 1. Officers. The officers of the Association shall consist of the following:

A. President, whose duties shall include:

1. Chairing the meetings of the Association and Executive Board and serving as a non-voting member of all committees ex-officio in order to maintain good communication.
  2. Representing the Association on appropriate occasions or in correspondence as necessary.
- B. Vice-President/President-Elect, whose duties shall include:
1. Chairing the meetings of the Association in the absence of the President
  2. Conducting the Program portion of the annual meeting
  3. Chairing the Program Committee
  4. Carrying out other duties delegated by the President
- C. Past President, whose duties shall include:
1. Member of the Executive Board
  2. Chair of the M. Lesley Wilkins Education Fund Committee
- D. Secretary-Treasurer, whose duties shall include:
1. Recording and submitting to all Members, by submission to MELANET-L or for publication in *MELA Notes*, the minutes of the Annual Meeting and any other meeting of the membership or of the Executive Board
  2. Notifying all Members of the date, time, place, and agenda for all meetings of the Association
  3. Publishing the list of Members and the rosters of committees within the Association at least once a year
  4. Carrying on the correspondence of the Association excepting that requiring the signature of the President
  5. Collecting from each Member the dues as are voted by the membership and notifying Members in arrears
  6. Revoking the Membership of any Member more than twelve months in arrears of dues
  7. Paying all invoices charged to the Association
  8. Submitting annually an account of the finances of the Association, either at the annual meeting or by mail, to all Members
  9. Collecting the revenues from non-Member subscribers to the publications of the Association
- E. Editor, whose duties shall include:
1. Gathering and disseminating news of Members and news of interest to Members
  2. Selecting articles of interest to Members submitted by Members or others
  3. Publishing the aforementioned items and articles at least annually in *MELA Notes*
  4. Publishing and editing all other official publications of the Association, unless the President appoints an editor for selected publications of the Association
  5. Maintaining subscription files
- F. MELA Listserv Manager [a.k.a. List Owner], whose duties shall include:
1. Managing all of the MELA Listservs and their archives when applicable
  2. Setting policies for the lists in consultation with the MELA Board
  3. Deciding how the lists are operated in consultation with the MELA Board
  4. Serving as backup to the MELA Webmaster

5. Reporting to the MELA E-Board and membership
- G. MELA Webmaster whose duties shall include:
1. Managing and updating the information contents of the MELA web site
  2. Taking editorial responsibility for the content, quality and style of the site
  3. Serving as backup to the MELA List Manager
  4. Reporting to the MELA Board and Membership
- H. Members at Large (two) whose duties shall include:
1. Representing the membership in MELA Board decisions
  2. Assisting other officers as needed
  3. Serving as chair of the Bylaws Committee when it is formed (applies to second-year member at large)

Section 2. Executive Board. The Executive Board shall consist of the President, Vice-President/President-Elect, Past President, Secretary-Treasurer, the Editor, two Members elected at large from the Membership, the Listserv Manager, and the Webmaster. It shall meet prior to each business meeting of the Association to prepare the agenda and act on any necessary business, and at any other time at the call of the President or by a majority of members of the Board. Such meetings may be in person or via correspondence. Two-thirds of the Executive Board shall constitute a quorum. The Executive Board shall make appointments to all committees not otherwise provided for in these by-laws.

Section 3. Election of Officers. Offices available for election must be announced 90 days before each annual meeting. The final slate must be announced 60 days prior to the annual meeting. Nominations and self-nominations from the membership will be accepted until the announcement of the final slate. Nominees shall be selected from among members with good standing. Election to all Offices shall commence at least 30 days prior to the annual meeting, and conclude 7 days before the meeting. Ballots must be time-stamped, postmarked, or otherwise dated at least 7 days before the meeting. Position announcements, nominations, and elections shall be held by electronic and/or regular mail. The election shall be by secret ballot. Members may choose to vote for write-in candidates. Ballots will be preserved for a period of sixty days to allow for a recount if called for. After this period, ballots will be destroyed.

Section 4. Terms of Office. The President shall serve for one year and then become the Past President for one year. The Vice-President/President-Elect shall serve for one year and then become the President. The Secretary-Treasurer, the Editor, the Listserv Manager and the Webmaster shall each serve for terms of three years and may serve for an unlimited number of three-year terms. The two Members-at-Large of the Executive Committee shall serve for two years with one being elected at each annual meeting.

Section 5. Compensation. Officers serving voluntarily shall not receive compensation for their services. They may request from the Secretary-Treasurer reimbursement of expenses they incur on behalf of the Association. The Secretary-Treasurer may approve amounts up to \$100. Expenses beyond that amount must be approved by the Executive Board.

Section 6. Resignation of Officers. Any Officer may resign at any time. The Executive Board may appoint any Member in good standing to serve the remaining portion of a vacant term. If a vacancy occurs in the Office of the President, the Vice-president/President-Elect will assume the office of the President immediately and serve the unfilled portion of the vacated term. The vacancy in the Vice-president/President-Elect's position will be filled by the appointment of an interim Vice-president who shall serve until a new Vice-President/President-Elect is elected. This appointment will be made by the Executive Board.

Section 7. Additional Officers. A majority of members may elect such additional officers or appoint such agents or employees, and determine their term of office and compensation, if any, as they may deem advisable.

## Section 8. Committees

### A. Program Committee.

The Program Committee shall be a permanent standing committee, composed of the Vice-President/President-Elect, as chair, and at least two members appointed for a term of one year by the Vice-President/President-Elect after deliberation with the Executive Board. A Member may serve no more than two terms in succession on the Program Committee. The Committee for the following year shall be appointed at the annual meeting.

### B. Nominating Committee

The Nominating Committee shall be a permanent standing committee. The Executive Board shall designate the chair and appoint at least two additional members. The committee shall make reports to the Board and will propose any necessary action to the Board. The Nominating Committee shall present to the Membership at least sixty days before the annual meeting candidates for each office to be filled, through an Association mailing (US Postal Service or electronic mail).

### C. The George N. Atiyeh Award Committee.

The George N. Atiyeh Award Committee shall be a permanent standing committee to select annually suitable candidates among library science students who apply for the Award. The award provides financial assistance to attend the Annual Meeting. Members of the committee and its Chair shall be appointed by the MELA President and Board and shall consist of three MELA members.

### D. The David H. Partington Award Committee

The David H. Partington Award Committee shall be a permanent standing committee to select annually a current or former Member to receive this citation for outstanding service to the profession and/or Middle East bibliography. Members of the committee shall be appointed by the MELA President and Board and shall consist of two MELA members, plus one member of MESA. The senior MELA member will serve as Chair of the committee.

E. M. Lesley Wilkins Education Award Committee

The M. Lesley Wilkins Education Award Committee shall be a permanent standing committee to select in alternate years an individual to receive a cash prize and a citation for outstanding contributions to education and mentoring in Middle East Librarianship. Members of the committee shall consist of the MELA President, the immediate Past-President (Chair), the Secretary-Treasurer, the Chair of the MELA Committee on Education, the Mentorship Coordinator, and two MELA members in good standing appointed by the MELA Executive Board.

F. Other committees

The Executive Board, in session or by correspondence, or the Members in any business session may constitute such other committees with such functions, powers and duties as the constituting body shall provide. Each such committee shall enact rules and regulations for its government.

G. The names of the Members of each committee and the terms of office shall be posted on the website

H. The need for the existence of all but the standing committees will be reviewed periodically to determine whether they merit continuation.

## **ARTICLE V. MEETINGS**

### Section 1. Frequency of meetings

The Members shall meet at least once each year at such places and times as designed by the Executive Board. If possible, the annual meeting shall be concurrent with the annual meeting of the Middle East Studies Association of North America, Inc.

### Section 2. Form of the Annual Meeting

The annual meeting shall normally consist of two parts: a business session and a program.

#### A. Business Session

The business session shall be under the chairmanship of the President, or the Vice-President/President-Elect in the absence of the former. All Members of the Association present at the annual meeting shall constitute a quorum. Other observers may attend this session but may not vote in the business session.

#### B. Program

The program shall be under the chairmanship of the Vice-President/President-Elect, or any Member of the Program Committee in the absence of the former. The program shall be open to all interested persons.

#### C. Discussion Groups

Discussion groups may be scheduled at the time of the annual meeting whenever a topic meriting discussion by the members is proposed by the Executive Board or by petition to the Executive Board by five or more Members. Discussion groups will normally be confined to topics concerning the practical aspects of Middle East librarianship. Such

discussion groups will be open to all interested parties, Members and non-Members, unless otherwise designated.

**Section 3. Additional Meetings.**

If necessary, additional meetings may be held on dates and at places determined by the Executive Board.

**Section 4. Notice of Meetings.**

Notices of all meetings shall be mailed to all Members at least thirty days prior to meetings

**ARTICLE VI. CONDUCT OF MEETINGS**

The conduct of all meetings shall be governed by Robert's Rules of Order, Revised.

<http://www.constitution.org/rror/rror--00.htm>

**ARTICLE VII. AMENDMENTS**

**Section 1. Proposal of Amendments.** Amendments of these by-laws may be proposed by:

- A. The Executive Board in session or by correspondence
- B. Petition signed by one-fifth of all the Members

**Section 2. Discussion of Amendments.** Discussion of amendments shall be placed on the agenda and discussed at the first annual meeting following their proposal, provided the Members have received copies of the proposed amendments at least thirty days prior to the meeting.

**Section 3. Adoption of Amendments.** After discussion, all proposed amendments must be submitted to the Members for approval. They shall be considered adopted if a simple majority of the Membership approves:

- A. in person at the annual meeting, by simple majority of Members present at the Annual Business Meeting; or
- B. on a ballot, submitted via regular mail or electronic voting by the Secretary-Treasurer, who shall specify a return-by date decided by the Executive Board, and a majority of votes cast by ballots returned by that date will carry.

**Section 4. Effective Date of Amendments.** Amendments shall become effective immediately upon adoption by vote of the membership, unless otherwise provided for at the time of voting.

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