



BYLAWS

Adopted 2003

Amended 2005, 2009, 2018, 2020, 2021

Article I – Name

The name of the organization is the Texas Council of Academic Libraries, hereinafter known as the Council.

Article II – Purpose

The purpose of the Council is to advance and advocate the role of all libraries of higher education in Texas and to promote cooperation, communication and resource sharing among its members. The Council will seek to achieve balance and equity in decision making to best represent both the commonalities as well as the unique and variant interests of the different types of academic libraries represented.

Article III – Membership

Section 1

Membership in the Council shall be limited to nonprofit institutions of higher education with the administrative heads of libraries and the administrative heads of separately operated special libraries affiliated with those institutions of higher education as the representative(s). Each administrative head shall have one vote.

Section 2

An administrative head may designate a person to represent him/her at meetings as a discussant and to vote on questions. This designation must be in writing and must be presented to the Chair of the Council prior to the beginning of the meeting. Attendance at the annual conference is extended to professionals beyond the administrative head at the discretion of the administrative head. With permission from the administrative head, other library administrators may participate in TCAL operations but will not have a vote unless they have been designated officially as the voting representative by their administrative head.

Article IV – Officers

Section 1

The officers of the Council shall be Chair, Vice-Chair/Chair Elect, Past Chair and Secretary/Treasurer.

Section 2

The term of office is one year for Chair, Vice-Chair/Chair Elect, and Past Chair. The term for Secretary/Treasurer and for the three board members elected at large is for two years. Elections shall be held at the fall meeting.

Section 3

The Chair shall be the presiding officer of the Council and, with the aid of the Executive Board, establish meeting agendas and represent the organization.

Section 4

The Vice-Chair/Chair Elect, in the absence or withdrawal of the Chair, shall have and perform all duties and obligations of the Chair. The Vice-Chair/Chair Elect shall also perform other duties as may be assigned by the Chair or the Executive Board. The Vice-Chair shall exercise duties incident to the office including appointing committees and providing a program of work for each standing committee and such other duties as may seem appropriate.

Section 5

The Past Chair will participate in activities and initiatives of the Council as may be assigned by the Chair or the Executive Board. The Past Chair will serve as the Chair of the nominating committee.

Section 6

The Secretary/Treasurer shall keep minutes of the proceedings of the Council and maintain a register giving the names and addresses of administrative heads entitled to vote. The Secretary/Treasurer shall also keep such other records as may be required, including all financial records. The Secretary/Treasurer will report on the state of the Council's financial resources at the fall meeting.

Article V – Executive Board

Section 1

The Executive Board of the Council shall consist of the Chair, Vice-Chair/Chair Elect, Past Chair; Secretary/Treasurer, and three members to be elected at large, one from a state supported college or university, one from a community/junior college and one from an independent college or university.

Section 2

Four members of the Executive Board shall constitute a quorum.

Section 3

The Executive Board shall be responsible for recommending a proposed budget and dues schedule to the Council. The Executive Board shall set the agenda for meetings and carry out other necessary business as occasions may arise. The Executive Board shall be responsible for maintaining the Council's bylaws, including proposing and recommending bylaws changes to the Council's membership.

Section 4

Should the office of Vice Chair/Chair Elect or a Member-at-Large position become vacant, the Executive Board shall appoint a member to fill the office or position for the remainder of the regular term. Should the Past Chair position become vacant, that position shall be filled by the most recent former Chair who is available and willing to serve for the remainder of the term.

Article VI - Committees

Section 1

The Standing Committees shall be limited to the Nominating Committee.

Section 2

The Chair, with approval of the Executive Board, may appoint such special committees, *ad hoc* committees, or task forces as are deemed necessary to perform such duties as may be assigned to them.

Section 3

The diversity of the organization shall be reflected in the membership of each committee and task force.

Section 4

Each committee and task force chair will report in writing to the Council membership. The report should contain the record of activities of the committee. Failure of a committee to complete the program of work provided by the Chair shall be sufficient cause for removal of the committee's membership.

Article VII – Nominations and Elections

Section 1

In the spring, the Executive Board shall appoint a Nominating Committee of three members, chaired by the current Past Chair. The three committee members should represent each of the council's sub-groups within the larger Council may schedule regular discussion groups to meet during the annual meeting.

Section 2

The Nominating Committee shall name at least one candidate for each office and At-Large board position to be filled. (In even numbered years, the Committee shall nominate candidates for the Vice-Chair/Chair Elect position, the Secretary/Treasurer position, and one At-Large board position. In odd-numbered years, the Committee shall nominate candidates for the Vice-Chair/Chair Elect position and two At-Large board positions.) Such nominations shall reflect the diversity of the organization. Nominations may also be made from the floor.

Section 3

The Nominating Committee shall conduct the election during the fall meeting or by electronic vote, completed two weeks before the fall meeting.

Article VIII – Meetings

Section 1

The Council shall meet annually in the fall at a time and place to be determined by members or by the Executive Board acting on behalf of the members. The Chair shall report to the membership on the Executive Board's activities since the previous meeting. Interest groups within the larger Council may schedule regular discussion groups to meet during the annual meeting.

Section 2

Other meetings may be called at the discretion of the membership or of the Executive Board. All related expenses will be the responsibility of the interest group calling the meeting.

Section 3

A majority of the total membership constitutes a quorum, and a majority of those present and voting shall decide the question.

Section 4

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or any special rules of order established by the Council.

Article IX – Funds, Contracts, and Property

Section 1

The Council's fiscal year shall be January 1 through December 31.

Section 2

Funds for expenses of the Council shall be derived from annual institutional membership fees paid by members and from additional funds which accrue from Council activities, gifts, and other sources.

Section 3

An annual institutional membership fee will be assessed at an amount sufficient to cover the costs of official meetings and publications. The fee will be set by majority vote of the membership at the fall meeting. Membership dues shall be paid for the year beginning January 1 through December 31. Dues will be due by March 1 in order to remain a member in good standing.

Section 4

Permission to use the logo of the Texas Council of Academic Libraries must be obtained from the Executive Board. Surveillance regarding unauthorized use of all TCAL logos and/or trademarks will be the responsibility of the Executive Board. Suspected cases of unauthorized use should be reported to the Executive Board for verification and action. In confirmed cases of unauthorized use the Executive Board will send a letter requesting that use cease or permission be obtained from TCAL.

Section 5

In the event that the Council ceases to exist, the assets shall be divided among the member institutions.

Article X – Records

The repository for records of the Council shall be determined by a majority vote of the Council and thereafter reside at that depository until such time it is mutually agreed by both parties to institute a change and transfer of documents.

Article XI – Amendments

Section 1

Amendments to these Bylaws may be made at a meeting of the Council or by electronic vote and require an affirmative vote of a majority of the total membership of the Council in attendance or by those voting electronically

Section 2

Notice of the proposed amendments will be distributed in writing by email at least thirty days in advance of the meeting.