

Foreword.....	2
Constitution of the Southeastern Library Association.....	3
History.....	12
Biennial Meetings and Officers of the Southeastern Library Association	19
Executive Board.....	26
Personnel	26
Meetings.....	27
Powers and Duties	27
Terms of Office.....	27
Quorum	28
Officers and Other Members of the Executive Board.....	33
Library Education Section	34
Public Library Section	38
Reference and Adult Services Section.....	42
Resources and Technical Services Librarians Section	47
School and Children's Librarians Section (SCLS).....	50
Special Libraries Section	55
Trustees and Friends of the Library Section	57
University and College Library Section	61
Government Documents Round Table.....	66
Library Instruction Round Table (SELIRT)	69
New Members Round Table	71
Online Search Librarians Round Table	74
Preservation Round Table	76

Foreword

This 1992 SOUTHEASTERN LIBRARY ASSOCIATION HANDBOOK would not be possible without the extensive research of previous Handbook Committees as well as the diligent work of the 1990-92 Handbook Committee.

Although several members of the Handbook Committee helped with the revisions, a yeoman's job was done by Neal Martin who took on the task of editing and revising the information on the computer. Neal has spent many hours, days, weeks and months getting it into the format you now have in your hands. A special thank you to Neal for all this work and time which was spent for the Association.

The Committee also thanks President Jim Ward and Executive Secretary Claudia Medori for their help in the revision and editing of this publication.

Handbook Committee, 1990-1992

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Constitution of the Southeastern Library Association

(Including revisions adopted at Atlanta, Georgia, November 7, 1970; Richmond, Virginia, October 19, 1974; Knoxville, Tennessee, November 6, 1976; Birmingham, Alabama, November 21, 1980; Louisville, Kentucky, November 11, 1982; Atlanta, Georgia, October 17, 1986; Norfolk, Virginia, October 29, 1988; Nashville, Tennessee, December 8, 1990; New Orleans, Louisiana, March 21, 1992; Jekyll Island, Georgia, October 6, 2000)

Article I. Name

The name of this organization shall be the Southeastern Library Association.

Article II. Objectives

The objectives of this Association shall be to promote library and information services in the southeastern region of the United States through cooperation, research, and the encouragement of staff development.

Article III. Membership

Membership may include any person, library or other organization as defined in the Bylaws, interested in the promotion of library and information services in the southeastern United States.

Article IV. Administration and Organization

Section 1. Organization:

- a. The organization of the Southeastern Library Association shall consist of an Executive Committee, Standing and Ad Hoc Committees, and Sections and Round Tables as may be required. Nominations, elections, appointments and terms of office shall be in accordance with the Bylaws.
- b. Authority for policies, expenditures and administration of the Association shall be vested in the membership and delegated to the Executive Board as specified in the Constitution and Bylaws.

Section 2. Officers:

The officers of the Association shall be a President, a Vice-President/President-Elect, a Secretary and a Treasurer. These officers shall be elected and shall serve in accordance with the Bylaws.

Section 3. Executive Board:

- a. The Executive Board of the Association shall consist of the Officers of the Association, the Immediate Past President of the Association, one (1) elected representative from each constituent state library association, and the chairman of each Section and Roundtable of the Association. The editor of *The Southeastern Librarian* shall be a non-voting member of the Board. The voting members present at a regularly scheduled meeting shall constitute a quorum.
- b. The Executive Board is the governing body of the Association and meets at least once each calendar year. It acts for the membership in the administration of policies and programs between meetings of the full Association. All budgets must be approved by the Executive Board.

Section 4. Executive Committee:

- a. The Executive Committee shall consist of the officers of the Association. A majority of members shall constitute a quorum. Each member has one (1) vote.
- b. Between meetings of the Executive Board, the Executive Committee may act for the Board. However, all Executive Committee actions shall be subject to review and affirmation by the Board within fourteen (14) days or at the next meeting of the Board, whichever occurs first.

Section 5. Committees, Sections, Round Tables:

- a. Members and chairmen of the standing committees specified in the Bylaws shall be appointed by the President with the advice and consent of the Executive Board. Ad hoc committee members and chairmen may be appointed by the President with the advice and consent of the Executive Committee.
- b. Sections representing fields of interests of the Association and Roundtables representing interests not encompassed by the Sections may be formed and recognized as a part of the Association in accordance with the Bylaws.

Article V. Meetings

There shall be a biennial conference of the Association at which a business meeting shall be held. Personal members in attendance at a regularly scheduled meeting shall constitute a quorum at any business meeting. Additional business meetings may be called by the President with the approval of the Executive Board.

Article VI. Bylaws

Bylaws of the Association may be adopted, amended, or repealed at any regular meeting of the Executive Board by a majority vote of the members present provided that a notice of the proposed changes has been given to the members of the Board at least thirty (30) days before the meeting. The bylaws may be amended by a mail ballot, with a majority of the votes cast required for passage.

Article VII. Amendments to the Constitution

This constitution may be amended by a simple majority of those votes recorded, notice of the proposed changes having been given to the membership at least thirty (30) days before. The constitution may be amended by a mail ballot, with a majority of the votes cast required for passage.

Article VIII. Charter

The Association is chartered as a non-profit corporation by the Secretary of the State of Georgia, and the charter is on file in his office. The President shall take any necessary legal that any amendment to the charter is recorded in the office of the Secretary of State.

BYLAWS

Article I. Membership

Section 1. Membership Year:

The membership year of the Association shall be January 1 to December 31.

Section 2. Types of Membership:

a. Personal Membership:

Any persons engaged in library work or interested in the objectives of the Association. Personal members only shall have the right to vote, to participate in Association activities, and to hold office in the Association.

b. Constituent Membership:

State library associations of the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia are constituent members of the Association. Other state library associations may petition the Executive Board and be approved for membership by the Association.

c. Special Memberships:

1. Sustaining and Contributing Memberships:

These membership classes are open to individuals who wish to pay the supporting dues and carry with them all rights and privileges of personal membership.

2. Honorary Memberships:

The Executive Board may, from time to time, designate a person who has made an outstanding contribution to the Association or to librarianship in the Southeast as an honorary member for life. Honorary members shall have the rights and privileges of personal members.

3. Corporate Memberships:

Businesses wishing to support SELA, participate in conferences, workshops or seminars and receive publications are eligible for this class of membership. It does not carry voting or election privileges.

Article II. Dues and Fees

Section 1. Dues:

Dues are payable annually upon the receipt of notice from the Association. The amount of dues shall be approved by the Association's membership after recommendation by the Executive Board.

Section 2. Fees:

Registration fees to be charged each person attending a conference of the Association shall be established by the Executive Board.

Article III. Organization and Administration

Section 1. Officers:

a. Nomination and Election

1. The President, with the advice and consent of the Executive Board, shall appoint a Nominating Committee composed of one (1) Association member from each constituent state, one (1) of whom shall be designated chairman.

2. The Nominating Committee shall prepare a slate consisting of at least two (2) candidates for each office which shall be announced to the membership at least four (4) months prior to the mailing of the ballots.
3. Additional candidates may be added to the slate provided that each is backed by a petition of at least 5% of the membership which is received by the Association at least two (2) months prior to the mailing of the ballots.
4. Elections shall be by secret ballot which shall be mailed to the individual members in good standing six (6) months before the end of each biennium.
5. A majority of the votes cast shall be necessary to constitute an election for each office. A run-off of the two (2) top candidates for each office shall be held when no one (1) candidate has a majority of the votes cast.
6. An elected incumbent is not eligible to succeed in the same office.
7. The terms for all elected officers shall be two (2) years. (See below: EXECUTIVE BOARD. Terms of Office.)

b. Duties of the officers:

1. The President is the chief executive officer of the Association and shall preside at all official business meetings of the Association, the Executive Board and the Executive Committee. In his/her absence the Vice-President/President-Elect shall preside. The President is responsible for budget preparation.
2. In the absence of the President, the Vice-President/President-Elect shall assume the duties of the President at all official business meetings of the Association, the Executive Board and the Executive Committee. The Vice-President/President-Elect shall assume the duties of the President should that office become vacant. The Vice-President/President-Elect serves on the Planning and Development Committee. The Vice-President/President-Elect, upon election, shall prepare a list of committee appointments for the next biennium for approval by the Executive Board.
3. The Secretary shall record the proceedings of all business meetings of the Association. Other duties may be assigned by the President with the advice and consent of the Executive Board.

4. The Treasurer shall be responsible for overseeing the receipt and expenditure of the Association's funds, for assuring that itemized records of receipts and expenditures are kept and for performing other associated activities. All financial records shall be made available for audit upon request of the President and/or Executive Board.

c. Vacancies in Office:

Vacancies in elected offices of the Association shall be filled by the President with the advice and consent of the Executive Board. However, a vacancy in the office of the Vice-President/President-Elect shall be filled by a special election to follow promptly the announcement of a slate of at least two (2) candidates, this announcement is to be made by the nominating committee within one (1) month after the vacancy occurs.

Article IV. Official Meetings

Section 1. Leadership Conference:

A Leadership Conference will be held in the Spring of each non-conference year. Participants will be the Presidents and Vice-Presidents/Presidents-Elect of each of the member State Associations, the new SELA Officers, State Representatives to the Executive Board, Section and Round Table chairmen, Committee chairmen, and Committee members. The Conference will be followed immediately by a meeting of the Executive Board.

Section 2. State Officers Meetings:

- a. A State Officers meeting will be held in the Spring of each conference year (unless in conflict with the conference). Participants will be Presidents, Vice-Presidents/Presidents-Elect, Treasurers, Editors, and Executive Secretaries/Directors of each member state association and the SELA Executive Board.
- b. A State Officers meeting, to be attended by the Presidents, Vice-Presidents/Presidents-Elect, and Executive Secretaries/Directors of the state associations will be held during each biennial conference.

Section 3. Meetings of the Executive Committee:

The Executive Committee shall meet on call of the President. Meetings of this Committee shall be as frequent as needed to transact the business of the Association. The President (in absence of the President, the Vice-President/President-Elect) shall preside. Each member shall have one (1) vote

each. Copies of the minutes shall be distributed to the members of the Executive Board.

Section 4. Executive Board:

- a. Membership of the Executive Board is defined in Article IV, Section 4 of the Constitution.
- b. Election of constituent member representatives on the Executive Board:
 1. The state library associations of each of the states named in Article I, Section 2.c. of the Bylaws shall be authorized to elect a representative to serve on the Association's Executive Board. These representatives may not serve concurrently as Section, Round Table, or Committee chairmen.
 2. Each such representative shall be a personal member of the Association and of the state association which that person represents.
 3. Terms for these constituent representatives shall be four (4) years in length. Half of the representative of constituent members shall be elected at one time.
 4. When a vacancy occurs in the office of a representative, the Executive Board of that state library association shall designate a replacement until the next scheduled election for that state.
- c. Meetings of the Board shall be called by the President. Five (5) members of the Board may petition the full Board membership for additional meetings.

Article V. Finances

Section 1. Fiscal Period:

The fiscal period of the Association shall be January 1 to December 31 of each year.

Section 2. Audit:

The President shall arrange for a professional audit each biennium.

Section 3. Bonding:

The Treasurer shall be bonded, the amount being determined by the Executive Board.

Article VI. Sections, Committees, and Round Tables

Section 1. Committees:

- a. Standing committee members shall serve for two (2) years. Only personal members may serve as committee members. No single individual may be named as chairman of a committee for more than two (2) consecutive terms.
- b. Procedures of operations of committees or sub-committees will be approved by the Executive Board.
- c. The Standing Committees are:

- Outstanding Southeastern Author Award
- Outstanding Southeastern Library Program Award
- President's Award
- Rothrock Award
- Budget
- Committee on Committees
- Conference
- Conference Site Selection
- Constitution and Bylaws
- Continuing Education and Staff Development
- Exhibits
- Handbook
- Honorary Membership
- Intellectual Freedom
- Interstate Cooperation
- Legislative
- Media Utilization
- Membership
- Nominating
- Planning and Development
- Public Relations
- Resolution
- Southern Books Competition

Section 2. Sections:

- a. Sections are formed to represent a distinct field of library activity. Sections of the Southeastern Library Association are:

Library Education Section
Public Library Section
Reference and Adult Services Section
Resources and Technical Services Librarians Section
School and Children's Librarians Section
Special Libraries Section
Trustees and Friends of the Library Section
University and College Library Section

- b. A group representing at least 10% of the Association membership may petition the Executive Board for recognition as a section.
- c. Each section shall operate under bylaws compatible with the SELA Constitution and Bylaws. A copy must be filed with the Association. The Constitution and Bylaws Committee shall check for compatibility.

Section 3. Roundtables:

- a. Roundtables may be formed to promote interests not within the scope of any section. Roundtables of the Southeastern Library Association are:

Government Documents Roundtable
Information Technology Roundtable
Library Instruction Roundtable
New Members Roundtable
Preservation Roundtable

- b. A group representing at least 100 members of the Association may petition the Executive Board for recognition as a Round Table.
- c. Each Round Table shall operate under bylaws compatible with the SELA Constitution and Bylaws. A copy must be filed with the Association. The Constitution and Bylaws Committee shall check for compatibility.

Article VII. Publications

Section 1. Official Publication:

The official publication of the Association shall be The Southeastern Librarian. Other publications may be produced as deemed necessary and appropriate by the Executive Board.

Section 2. Editor:

The Editor of the Southeastern Librarian shall be appointed by the President with the advice and consent of the Executive Board.

Article VIII. Relationships with Other Organizations

Section 1. American Library Association:

The Southeastern Library Association shall maintain chapter membership in the American Library Association.

Section 2. Constituent State Associations:

The SELA President, whenever possible, shall represent the Association at the membership meetings of the constituent state associations.

Section 3. Sections and Round Tables:

Individual Sections and Round Tables may affiliate with Sections and Roundtables of other library associations with the approval of the Executive Board.

Article IX. Governance

Section 1. Parliamentary Authority:

Robert's Rules of Order, latest edition, shall govern the Association in all cases whenever there is no conflict with the SELA Constitution and Bylaws.

Section 2. Parliamentarian:

A Parliamentarian shall be appointed by the President with the advice and consent of the Executive Board, to serve at each business session of the Association and of the Executive Board.

Article X. Dissolution of the Association

Should the Association be dissolved, all monies left in the treasury after all bills are paid shall be divided equally among the state library associations of the several states represented.

History

For over sixty years, the Southeastern Library Association has been a unifying force strong enough to influence legislation and to attract foundation and federal funds for regional library projects. The accomplishments of the Association include two regional library surveys; the adoption of school library standards;

the establishment of state library agencies and the position of state school library supervisor; the founding of library schools; the sponsoring of a variety of informative workshops; and the publication of significant regional research and a professional journal which has received national recognition.

A Signal Accomplishment--The 1920's

Mary Edna Anders' early history of SELA credits the idea of a regional meeting to discussions by a group of southern librarians enroute to the American Library Association Conference in Colorado Springs in June, 1920. Five months later the first regional meeting took place at Signal Mountain, Tennessee, on November 12-13, 1920, with an attendance of approximately one hundred librarians from seven states. Known as the Southeastern Librarians' Conference, this initial meeting dealt with general problems rather than those of administration and technique. The success of this meeting led its leaders, while at ALA in Detroit, to schedule a second for November of 1922, again at Signal Mountain. Nine states were represented this time with twice as many attendees.

They tackled two pressing problems--library service for Blacks and training facilities for black librarians. Plans were formulated for an association "to discuss primarily the problems of the Southeast and to promote library development in this region." A constitution providing for an informal organization based upon state memberships (automatically making members of the state organizations members of SELA) was adopted. Mary Utopia Rothrock of Lawson McGhee Library in Knoxville and Charlotte Templeton of Greenville (S.C.) Public Library were elected the first president and secretary-treasurer, respectively.

By the 1924 Asheville conference nine states--Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and Virginia - had ratified the constitution. At this conference the first section programs were held. Although their names and composition may have changed through the years, five of the present Sections were organized as early as 1922: Public Library, School and Children's, Reference and Adult Services, Resources and Technical Services, and College and University Sections.

The fourth conference, again at Signal Mountain in April 1926, was the only regular conference held in the Spring. Specific ten year goals for improvement of library service were approved, one being negotiation with the Southern Association of Colleges and Schools regarding standards for school libraries and for institutions offering courses in school librarianship.

At the final conference of the decade at Biloxi in 1928, substantial progress was reported in the areas of standards, state library agencies, and service to minorities. In 1929 the Policy Committee prepared a special report citing critical needs for the Southeast to be submitted to national foundations at their January 1930 meetings.

Progress in Professionalism--The 1930's

Despite the financial difficulties of the Depression era, this decade brought unprecedented progress in library development to the South. Many goals identified in 1929 were achieved through substantial grants from three educational foundations: (1) the Julius Rosenwald Fund provided support for school and college libraries for Blacks, sponsored extensive demonstration programs of public library service and, through grants to several southern states, laid the foundation for library extension work in the South; (2) the General Education Board made funds available to establish the position of school library supervisor in eight of the nine southeastern states, to support research programs in the region and to sponsor cooperative enterprises among southern university libraries; and (3) the Carnegie Corporation funded a survey of library training facilities in the South and gave direct assistance to upgrade book collections in many college and university libraries in the region.

The 1930 Tampa conference featured reports on the completed survey of library training programs, the need for certification of librarians, continued support for county library development, and better library legislation. The seventh biennial conference in 1932 again returned to Signal Mountain, the last meeting at its birthplace.

The first Joint Conference of Southeastern and Southwestern Library Associations was held at Memphis in 1934, where the relationship of the library to social development and the evolving concept of governmental support for library service were stressed. The attendees were challenged to begin to plan constructively for development in all professional areas from the elementary school to the largest research library by Dr. Louis Round Wilson, Dean of the Graduate Library School, University of Chicago. Two years later at the 1936 Asheville conference, cooperative measures as a means of strengthening research facilities were discussed. Henry Odom's Southern Regions was analyzed for possible application to library development at these sessions.

By the 1938 Atlanta conference librarians recognized the potential of government support for libraries, and they were not only willing to accept it, but also eager to seek it. Discussions dealt with both federal and state aid.

Three significant publications owing their existence in part to SELA appeared. The earliest was County Library Service in the South, a survey of the Rosenwald demonstrations prepared by Dr. Louis Round Wilson and E. A. Wright in 1935. In 1936 came Tommie Dora Barker's report on her activities from 1930-35 as ALA's only regional field agent, entitled Libraries of the South. The first attempt to describe research collections in libraries of a large region was made through SELA's College and Reference Section to a corresponding committee in ALA. Edited by Robert B. Downs of the University of North Carolina, Resources of Southern Libraries was published by ALA in 1938.

Patriotism and Self Study--The 1940's

Federal aid continued to receive attention at the 1940 Savannah meeting.

Both the Tennessee Valley Authority and the Works Progress Administration had proved the benefits to be derived through federal programs. By this time the association needed some reorganization and necessary committees were appointed. However, it was necessary to suspend conferences during World War II and changes could not be effected immediately. Some programs were continued and a survey of the size and effectiveness of southern libraries, jointly sponsored by SELA and TVA Library Council, was undertaken. Information from questionnaires sent to libraries and library agencies, compiled by Dr. Louis Round Wilson and Marion Milczewski, was published in 1949 as *Libraries in the Southeast*.

Reorganization again received attention at the 1946 Asheville conference, and two major committees were appointed. The Publications Committee was to investigate the publishing of studies affecting regional librarianship and the feasibility of issuing a quarterly journal; the Activities Committee was to revise the constitution. Their reports were approved at the Louisville (1948) Conference and provided for annual meetings, a headquarters office, a full-time executive secretary, and a quarterly journal.

A Firmer Foundation--The 1950's

Tennessee was the birthplace of SELA, but Georgia made it a legal corporation on March 13, 1950, to allow the association to enter into legal contracts. Dorothy M. Crosland, librarian at Georgia Institute of Technology, became the first Acting Executive Secretary and the headquarters office was established at Georgia Tech, where it remained for twenty years.

In Atlanta in October 1950, the new constitution was ready and the Liaison Committee had a contract with TVA ready for signatures. The constitution would be final when ratified by five states; Georgia and South Carolina approved it at the Conference, and were quickly followed by Virginia and Mississippi. Kentucky's ratification made the adoption final on November 4, 1950.

The first issue of *The Southeastern Librarian* was published in the spring of 1951. First issued semi-annually, it has been a quarterly since 1953. The first three issues were edited by W. Stanley Hoole of the University of Alabama.

President Louis Shores appointed the first Southern Books Competition Committee in 1952. With awards made through a jury system, this remains a major project of SELA. The same year saw a regional survey of cataloging practices in small public libraries, the results of which were reported by Clyde E. Pettus at the 1952 Atlanta conference. This meeting concluded the first biennium as an incorporated organization with a headquarters, a paid secretary, a journal, income from paid membership dues, and a completed contract. The Korean War ended all non-essential TVA contracts, and the contract with SELA was canceled on June 1, 1951.

In 1956 President Nancy Jane Day persuaded the Southern States Work Conference, sponsored by fourteen departments of

education and their state educational associations, to take school libraries as one of its study projects. This significantly enhanced the visibility of school libraries.

At the 1956 Roanoke conference, the Trustees and Friends of the Library, an expansion of the Trustees group formed in 1946, met officially as a section of the Association. Upon the recommendation of the Activities Committee a workshop for new officers and committee chairmen was called for February 1958, the beginning of a practice still in operation.

"Regionalism," the theme of the Louisville Conference in 1958, was explored in an effort to strengthen the relationship between the nine state associations and the regional association.

The Federal Period--The 1960's

Advances in this decade were directly attributable to major federal legislation, the impact of which was discussed at board meetings, workshops and conferences throughout the 1960's.

The Southern Conference of State Directors of Public and School Library Programs (August 1960) was an attempt to promote better working relationships between these two agencies. Chaired by Lucille Nix, trends affecting the two fields and their areas of shared responsibility were emphasized.

The Asheville Conference (1960) was preceded by two workshops on facilities: the Public Library Building Institute was held at the Public Library of Charlotte and Mecklenburg County, and the College Library Buildings Institute was held at Western Carolina College. This Conference featured at the Book Dinner Jonathan Daniels' October Recollections of Thomas Wolfe. Recognized as a minor classic, it was subsequently published in a limited edition by two SELA members, Emma Bostick and Fant Thornley.

Before the 1962 conference three noteworthy workshops were held: Recruiting for Librarianship in the Southeast, planned by I. T. Littleton of North Carolina State; Library Education, emphasizing conformity in undergraduate education, directed by Dorothy Ryan of the University of Tennessee; and Library Service to Business and Industry, a preconference of the Memphis meeting. At the 1962 conference the Reference Services Section reported on the just-completed survey of interlibrary loan services in all types of libraries.

At the 1964 conference in Norfolk, the Sections were for the first time responsible for planning the general sessions.

Following the passage of the Higher Education Act, the officers represented the Association at many workshops concerning the Title II programs and its allocations.

A workshop on Interlibrary Cooperation in 1967 to assist in implementation of Title III of the Library Services and Construction Act was led by Cora Paul Bomar, Lucille Nix and Mary Edna Anders. It was during this year that John Hall Jacobs died, the only president to die in office. Vice-President Bomar had

been acting in his behalf and automatically assumed the presidency. A special election was held to fill the vacancy for Vice-President/President-Elect.

The first workshop on Library Automation was held in Gatlinburg in 1968. The conference that Fall in Miami drew 980 registrants and 137 exhibits; the membership reached 3,085, the largest number on record.

Innovation and Solidification--The 1970's

The '70's were years of change for SELA. At the Atlanta Conference (1970) two new Sections were approved: Special Libraries and Library Education; and a completely rewritten constitution provided for an elected secretary in addition to the paid executive secretary.

A second comprehensive survey of libraries in the South was initiated in March 1971 when a committee was appointed to plan for systematically updating and supplementing the original survey done twenty-five years earlier. Funding for the project came from the state associations, the nine state library agencies and SELA. TVA agreed to furnish computer and statistical services, and Dr. Mary Edna Anders of Georgia Tech's Industrial Development Division was appointed director. The results, compiled by Dr. Anders, were published in 1976 by the University of Alabama Press, *Libraries and Library Services in the Southeast, 1972-1974*.

The second joint conference with the Southwestern Library Association took place in New Orleans in 1972. Upon the resignation of Dorothy Ryan, incoming Vice-President Cecil Beach became the President, and the Executive Board appointed a replacement Vice-President/President-Elect. West Virginia became the tenth state affiliate at the 1974 Richmond conference. During this administration--in 1975—two goals were attained: publication of the survey and the arrival of the first SOLINET terminal at Emory on January 2.

To implement the recommendations of the survey, the Board asked Dr. Anders to serve as part-time interim Executive Director of SELA. During her six-month tenure, much of the detailed planning for the office, including funding, was accomplished. In August, 1976, TVA granted \$100,000 to assist in the support of the office as a demonstration project in regional development during the next four years.

The Association's first permanent award was established in January 1976 through a bequest of \$10,000 from the estate of Mary Utopia Rothrock to provide a biennial award to a Southeastern librarian "for exceptional contribution to library development" in the region. This award was made for the first time to Mary Edna Anders at the 1976 conference in Knoxville, Miss Rothrock's home town.

On January 3, 1977, Johnnie Givens, former librarian at Austin Peay State University, became the first full-time Executive Director. Grants from the National Endowment for the Humanities and from the Oak Ridge National Laboratory for a Solar Technology Transfer Program were secured.

Two publications, prepared simultaneously in 1977 by separate committees, were issued by the Association in 1978. The Southeastern Bibliographic

Instruction Directory: Academic Libraries was compiled by James E. Ward and the Library Orientation Committee. Special Collections in Libraries of the Southeast, with an introduction by Frances Neel Cheney and a comprehensive index by G. Sheppard Hicks, was compiled by a special committee and edited by J. B. Howell.

Of the Association's three prestigious awards, two were presented for the first time at the third Joint Conference with Southwestern in New Orleans in 1978. In recognition of an outstanding children's program, the first activity award went to the Greenville (SC) County Library, and Eudora Welty, Pulitzer Prize winning Mississippian, received the first Outstanding Author Award. Co-recipients of the Rothrock Award were John Gribbin and Kenneth E. Toombs, founders of SOLINET.

In the Fall of 1978 a newly organized Junior Members Round Table (JMRT) began to function informally, an earlier Round Table formed as "Junior Librarians" in 1934 having been disbanded in the '50's. A constitutional revision to permit Round Tables was necessary for them to be accepted formally as the first in the Association.

Rather than approve a deficit budget, the Executive Board discontinued the position of Executive Director on July 1, 1979. In the best fiscal interests of the Association it was decided to staff the headquarters office again with a part-time Executive Secretary with the addition of a full-time Office Manager. Ann W. Morton returned to the part-time post in September, 1979.

The Southeastern Librarian and editor Leland Park received special recognition at ALA in June, 1979 when it was awarded the H. W. Wilson Award for the most outstanding library periodical of the preceding year.

In observance of the twenty-fifth anniversary of the Southern Books Competition, the Association published a list of the award winners from 1952-1977 with an introduction by John David Marshall of Middle Tennessee State University.

The headquarters itself contributed to the changes of the '70's. It was moved three times in ten years: from Georgia Tech to the home of the Executive Secretary in 1970, to an office suite in Tucker in 1974, and finally to a more appropriate suite in a new office complex in northeast Tucker in 1979.

A New Decade--The 1980's

The new decade opened with another period of economic decline which created operational challenges for SELA.

The Birmingham conference in 1980 observed the sixtieth anniversary of the Association with the publication of The Southeastern Library Association, Its History and Its Honorary Members, 1920-1980 edited by Ellis Tucker. The 1980-82 biennium saw the addition of three new Round Tables: Library Instruction, Online Search Librarians, and Government Documents. Several workshops were conducted during the biennium, including: "Library Marketing," sponsored by the Public Relations Committee; "From Tape to Product: Some Practical Considerations" sponsored by the Resources and Technical Services

Section; "Crisis in the Southeast" (focusing on children's services) sponsored by the School and Children's Librarians' Section.

At the 1982 conference held in Louisville, a re-issued, fully revised and expanded Handbook was distributed, the first to be available to the entire membership, with procedures, histories of committees, a membership directory and advertisements. Louisiana became the eleventh constituent member.

In the spring of 1987, President Charles Beard recommended, upon examination of SELA's organizational structure, that the Legislative/Library Cooperation Committee be split, as it once had been, into two separate committees, because of the need for increased emphasis regionally in these two areas, relating to southeastern libraries today.

President Beard also announced his receipt of a request to form a Special Interest Group on Library Services to the Aging. This became a sub-committee to the Reference and Adult Services Section.

The SELA Library Education Section at the 1986 Biennial Conference in Atlanta, October 1986, introduced a resolution in support of the Division of Library and Information Management of Emory University. The Section resolved that the closing of one of the leading library and information management education programs in the nation would be a severe loss to the nation, especially the Southeast, and therefore urged that the Central Administration at Emory University recognize that to suspend the Division, as considered by the University, is to diminish the University's educational mission. The resolution was approved by SELA's Library Education Section.

In spite of financial pressures of the recession years, the threat of ALA regional conferences which will inevitably conflict with state and/or regional conferences and a membership loss common to all associations, the Southeastern Library Association continues to plan for the future and to build upon its illustrious heritage.

Biennial Meetings and Officers of the Southeastern Library Association

1920 First Conference, Signal Mountain, Tennessee, November 12-13, 1920

1920-22 Second Biennial Conference, Signal Mountain, Tennessee, November 2-4, 1922

1922-24 Third Biennial Conference, Grove Park Inn, Asheville, North Carolina, October 16-18, 1924 President - Mary U. Rothrock Lawson McGhee Library, Knoxville, Tennessee Vice-President - Caroline Engstfeld Public Library, Birmingham, Alabama Secretary-Treasurer - Charlotte Templeton Public Library, Greenville, South Carolina

1924-26 Fourth Biennial Conference, Signal Mountain Hotel, Chattanooga, Tennessee, April 22-24, 1926 President - Dr. Louis R. Wilson University of North Carolina, Chapel Hill, North Carolina Vice-President - Margaret V. Jones

Virginia State Library, Richmond, Virginia Secretary - Nora Crimmins Public Library, Chattanooga, Tennessee

1926-28 Fifth Biennial Conference, Buena Vista Hotel, Biloxi, Mississippi, November 7-10, 1928 President - Tommie Dora Barker Carnegie Library, Atlanta, Georgia Vice-President - Whitman Davis University of Mississippi, University, Mississippi Secretary-Treasurer - Ella May Thornton Georgia State Library, Atlanta, Georgia

1928-30 Sixth Biennial Conference, Tampa Bay Hotel, Tampa, Florida, November 27-29, 1930 President - Charlotte Templeton Public Library, Greenville, South Carolina Vice-President - Joseph F. Marron Public Library, Jacksonville, Florida Secretary-Treasurer - Margaret Jemison Emory University, Atlanta, Georgia

1930-32 Seventh Biennial Conference, Signal Mountain Hotel, Chattanooga, Tennessee, November 24-26, 1932 President - Harold Brigham Public Library, Louisville, Kentucky Vice-President - Helen V. Steele Public Library, Jacksonville, Florida Secretary-Treasurer - Beverly Wheatcroft Georgia Library Commission, Atlanta, Georgia

1932-34 Eighth Biennial Conference (Joint meetings of SWLA and SELA) Hotel Peabody, Memphis, Tennessee, October 17-20, 1934 President - Lillian Baker Griggs Woman's College Library, Duke University, Durham, North Carolina Vice-President - Charles W. Dickinson Jr School Libraries and Textbooks, Richmond, Virginia Secretary-Treasurer - Arralee Bunn Lawson McGhee Library, Knoxville, Tennessee

1934-36 Ninth Biennial Conference, Grove Park Inn, Asheville, North Carolina, October 28-30, 1936 President - Helen Virginia Steele Tampa Public Library, Tampa, Florida Vice-President - Charles H. Stone College of William and Mary, Williamsburg, Virginia Secretary-Treasurer - Margie Helm Western Kentucky State Teachers College, Bowling Green, Kentucky

1936-38 Tenth Biennial Conference, Atlanta Biltmore Hotel, Atlanta, Georgia, October 26-29, 1938 President - Charles H. Stone College of William and Mary, Williamsburg, Virginia Vice-President - Lila May Chapman Birmingham Public Library, Birmingham, Alabama Secretary-Treasurer - Albert M. Johnson Cossitt Library, Memphis, Tennessee

1938-40 Eleventh Biennial Conference, Hotel DeSoto, Savannah, Georgia, October 23-26, 1940 President - Marjorie Beal North Carolina Library Commission, Raleigh, North Carolina Vice-President - Fanny T. Taber (resigned March, 1940) Atlantic County Library, Mays Landing, New Jersey, formerly librarian, Public Library, Greenville, South Carolina Secretary-

Treasurer - Martha M. Parks Division of School Libraries, State Department of Education, Nashville, Tennessee

1942 No meeting held - World War II

1944 No meeting held - World War II

1944-46 Twelfth Biennial Conference, George Vanderbilt Hotel, Asheville City Auditorium, Asheville, North Carolina, October 23-26, 1946 President - Ola M. Wyeth Savannah Public Library, Savannah, Georgia Vice President - F. K. W. Drury Nashville Public Library, Nashville, Tennessee Secretary-Treasurer - Alfred Rawlinson Centre College, Danville, Kentucky

1946-48 Thirteenth Biennial Conference, Brown Hotel, Louisville, Kentucky, October 20-23, 1948 President - William H. Jesse University of Tennessee, Knoxville, Tennessee Vice-President - Edna J. Grauman Louisville Public Library, Louisville, Kentucky Secretary-Treasurer - Sarah L. Jones State Department of Education, Atlanta, Georgia

1948-50 Fourteenth Biennial Conference, Biltmore Hotel, Atlanta, Georgia, October 11-14, 1950 President - Clarence R. Graham Louisville Free Public Library, Louisville, Kentucky Vice-President - Ellinor G. Preston Richmond Public Schools, Richmond, Virginia Secretary-Treasurer - W. Porter Kellam University of Georgia, Athens, Georgia Acting Executive Secretary - Dorothy M. Crosland, Georgia Institute of Technology, Atlanta, Georgia

1950-52 Fifteenth Biennial Conference, Biltmore Hotel, Atlanta, Georgia, October 30-November 1, 1952 President - Dr. Louis Shores Florida State University, Tallahassee, Florida Vice-President - Dorothy M. Crosland Georgia Institute of Technology, Atlanta, Georgia Treasurer - Robert Alvarez Public Library, Nashville, Tennessee Acting Executive Secretary - Dorothy M. Crosland

1952-54 Sixteenth Biennial Conference, Biltmore Hotel, Atlanta, Georgia, September 30-October 2, 1954 President - Dorothy M. Crosland Georgia Institute of Technology, Atlanta, Georgia Vice-President - Nancy Jane Day State Department of Education, Columbia, South Carolina Treasurer - Roy Land University of Virginia, Charlottesville, Virginia Executive Secretary - Richard B. Harwell Emory University, Atlanta, Georgia¹

1954-56 Seventeenth Biennial Conference, Hotel Roanoke, Roanoke, Virginia, October 11-13, 1956 President - Nancy Jane Day State Department of Education, Columbia, South Carolina Vice-President - Randolph W. Church Virginia State Library, Richmond, Virginia Treasurer - Alma Hill Jamison Atlanta Public Library, Atlanta, Georgia Acting Executive Secretary - Anne P. Bugg Westminster Schools, Atlanta, Georgia

1956-58 Eighteenth Biennial Conference, Kentucky Hotel, Sheraton Hotel, Louisville, Kentucky, October 23-25, 1958 President - Randolph W. Church Virginia State Library, Richmond, Virginia Vice-President - Lucile Nix State Department of Education, Atlanta, Georgia Treasurer - Sterling Bagby Halifax County Public Library, Halifax, Virginia Executive Secretary - Anne P. Bugg Georgia Institute of Technology, Atlanta, Georgia

1958-60 Nineteenth Biennial Conference, George Vanderbilt Hotel, Battery Park Hotel, Asheville, North Carolina, October 13-15, 1960 President - Lucile Nix State Department of Education, Atlanta, Georgia Vice-President - Frances Neel Cheney George Peabody Library School, Nashville, Tennessee Treasurer - Isaac T. Littleton North Carolina State College Library, Raleigh, North Carolina Executive Secretary - Anne P. Bugg

1960-62 Twentieth Biennial Conference, Hotel Peabody, Memphis, Tennessee, October 10-13, 1962 President - Frances Neel Cheney George Peabody Library School, Nashville, Tennessee Vice-President - Hoyt Galvin Public Library of Charlotte/Mecklenburg County, Charlotte, North Carolina Treasurer - Isaac T. Copeland George Peabody College, Nashville, Tennessee Executive Secretary - Ann W. Cobb Georgia Institute of Technology, Atlanta, Georgia

1962-64 Twenty-first Biennial Conference, Golden Triangle Motor Hotel, Norfolk, Virginia, October 28-31, 1964 President - Hoyt R. Galvin Public Library of Charlotte, Mecklenburg County, Charlotte, North Carolina Vice-President/President-Elect - Dr. Archie L. McNeal University of Miami, Coral Gables, Florida Treasurer - Martha Jule Blackshear Alabama State Department of Education, Montgomery, Alabama Executive Secretary - Ann W. Cobb

1964-66 Twenty-second Biennial Conference, Marriott Motor Hotel, Atlanta, Georgia, October 26-29, 1966 President - Dr. Archie L. McNeal University of Miami, Coral Gables, Florida Vice-President/President-Elect - John Hall Jacobs Atlanta Public Library, Atlanta, Georgia Treasurer - Roxana Austin Library Education Division, State Department of Education, Atlanta, Georgia Executive Secretary - Ann W. Cobb

1966-68 Twenty-third Biennial Conference, Americana Hotel, Miami, Florida, October 30-November 2, 1968 President - Cora Paul Bomar North Carolina Department of Public Instruction, Raleigh, North Carolina Vice-President/President-Elect - Elaine Von Oesen North Carolina State Library, Raleigh, North Carolina Treasurer - Johnnie Givens Austin Peay State College, Clarksville, Tennessee Executive Secretary - Ann W. Cobb

1968-70 Twenty-fourth Biennial Conference, Marriott Motor Hotel, Atlanta, Georgia, November 4-7, 1970 President - Elaine Von Oesen North Carolina State Library, Raleigh, North Carolina Vice-President/President-Elect - W. Porter Kellam University of Georgia Library, Athens, Georgia Treasurer - Clara

Wendel Orlando Public Library, Orlando, Florida Executive Secretary - Ann W. Cobb

1970-72 Twenty-fifth Biennial Conference (Joint Conference of SWLA and SELA), Jung Hotel, New Orleans, Louisiana, November 2-4, 1972 President - W. Porter Kellam University of Georgia Library, Athens, Georgia Vice-President/President-Elect - Dorothy E. Ryan University of Tennessee, Knoxville, Tennessee Treasurer - Cecil P. Beach Tampa Public Library, Tampa, Florida Executive Secretary - Ann W. Morton

1972-74 Twenty-sixth Biennial Conference, John Marshall Hotel, Richmond, Virginia, October 17-19, 1974 President - Cecil P. Beach Division of Library Service, Florida Department of State, Tallahassee, Florida Vice-President/President-Elect - Betty Martin Educational Planning Division, School District of Greenville, Greenville, South Carolina Treasurer - J. B. Howell Mississippi College, Clinton, Mississippi Executive Secretary - Ann W. Morton

1974-76 Twenty-seventh Biennial Conference, Hyatt Regency Hotel, Knoxville, Tennessee, November 3-6, 1976 President - Betty Martin Educational Planning Division, School District of Greenville, Greenville, South Carolina Vice-President/President-Elect - J. B. Howell Mississippi College Library, Clinton, Mississippi Treasurer - Forrest C. Palmer Madison Memorial Library, Madison College, Harrisonburg, Virginia Secretary - Mary E. Love Mississippi Library Commission, Jackson, Mississippi Interim Executive Director - Dr. Mary Edna Anders Georgia Institute of Technology, Atlanta, Georgia Executive Secretary - Ann W. Morton

1976-78 Twenty-eighth Biennial Conference (Joint Conference of SELA and SWLA), Fairmont-Roosevelt Hotel, New Orleans, Louisiana, November 9-11, 1978 President - J. B. Howell Mississippi College, Clinton, Mississippi Vice-President/President-Elect - Helen D. Lockhart Memphis/Shelby County Public Library and Information Center, Memphis, Tennessee Treasurer - William H. Roberts Forsyth County Public Library, Winston-Salem, North Carolina Secretary - Larry T. Nix Greenville County Library, Greenville, South Carolina Executive Director - Johnnie Givens Assistant Executive Director - Ann W. Morton

1978-80 Twenty-ninth Biennial Conference, Hyatt House, Birmingham, Alabama, November 20-22, 1980 President - Helen D. Lockhart Memphis/Shelby County Public Library and Information Center, Memphis, Tennessee Vice-President/President-Elect - Dr. Paul H. Spence University of Alabama in Birmingham, Birmingham, Alabama Secretary - Mary Frances Griffin State Department of Education, Columbia, South Carolina Treasurer - John E. Scott West Virginia State College, Institute, West Virginia Executive Secretary - Ann W. Morton

1980-82 Thirtieth Biennial Conference, (Joint Conference with KLA), Galt House, Louisville, Kentucky, November 10-13, 1982 President - Dr. Paul H. Spence University of Alabama in Birmingham, Birmingham, Alabama Vice-President/President-Elect - Barratt Wilkins State Library of Florida, Tallahassee, Florida Secretary - Joseph F. Boykin Clemson University, Clemson, South Carolina Treasurer - Dr. Annette H. Phinazee North Carolina Central University, Durham, North Carolina Executive Secretary - Ann W. Morton

1982-84 Thirty-first Biennial Conference (Joint Conference with MLA), Mississippi Gulf Coast Convention Center, Biloxi, Mississippi, October 15-20, 1984 President - Barratt Wilkins State Library of Florida, Tallahassee, Florida Vice-President/President-Elect - Rebecca Bingham Jefferson County Public Schools, Louisville, Kentucky Secretary - David Ince Valdosta State College, Valdosta, Georgia Treasurer - Ariel Stephens Richard Thornton Public Library, Oxford, North Carolina Executive Secretary - Ann W. Morton

1984-86 Thirty-second Biennial Conference, Atlanta Marriott Hotel Downtown, Atlanta, Georgia, October 15-19, 1986 President - Rebecca Bingham Jefferson County Public Schools, Louisville, Kentucky Vice-President/President-Elect - Charles E. Beard West Georgia College, Carrollton, Georgia Secretary - Virginia Benjamin University of Georgia, Athens, Georgia Treasurer - George R. Stewart Birmingham Public & Jefferson County Free Library, Birmingham, Alabama Executive Secretary - Claudia Medori

1986-88 Thirty-third Biennial Conference (Joint Conference with VLA), SCOPE Convention Center, Norfolk, Virginia, October 26-29, 1988 President - Charles E. Beard West Georgia College, Carrollton, Georgia Vice-President/President-Elect - George R. Stewart Birmingham Public Library, Birmingham, Alabama Secretary - Gail R. Lazenby Cobb County Public Library System, Marietta, Georgia Treasurer - Dr. James E. Ward David Lipscomb University, Nashville, Tennessee Executive Secretary - Claudia Medori

1988-90 Thirty-fourth Biennial Conference (Joint Conference with TLA), Opryland Hotel, Nashville, Tennessee, December 4-8, 1990 President - George R. Stewart Birmingham Public Library, Birmingham, Alabama Vice-President/President-Elect - Dr. James E. Ward David Lipscomb University, Nashville, Tennessee Secretary - Myra Jo Wilson Delta State University, Cleveland, Mississippi Treasurer - Wanda J. Calhoun East Central Georgia Regional Library, Augusta, Georgia Executive Secretary - Claudia Medori

1990-92 Thirty-fifth Biennial Conference (Joint Conference with LLA), Hyatt Regency New Orleans, New Orleans, Louisiana, March 18-21, 1992 President - Dr. James E. Ward David Lipscomb University, Nashville, Tennessee Vice-President/President-Elect - Gail R. Lazenby Cobb County Public Library, Marietta, Georgia Secretary - Linda H. Perkins Kenwood Elementary School,

Louisville, Kentucky Treasurer - Linda S. Gill Middle Tennessee State University, Murfreesboro, Tennessee Executive Secretary - Claudia Medori

1992-94 Thirty-sixth Biennial Conference, Charlotte Convention Center, Charlotte, North Carolina, October 26-29, 1994 President - Gail R. Lazenby Cobb County Public Library, Marietta, Georgia Vice-President/President-Elect - Joe B. Forsee Division of Public Library Services, Atlanta, Georgia Secretary - Ann Hamilton Georgia Southern University, Statesboro, Georgia Treasurer - Robert E. Cannon Public Library of Charlotte and Mecklenburg County, Charlotte, North Carolina Executive Secretary - Claudia Medori

1994-96 Thirty-seventh Biennial Conference (Joint Conference with KLA), Lexington Center, Lexington, Kentucky, October 23-26, 1996

President - Joe B. Forsee, Northwest Georgia Regional Library, Dalton Georgia

Vice-President/President-Elect - Lorraine D. Summers, State Library of Florida, Tallahassee, Florida

Secretary - Elizabeth Curry, SEFLIN, Fort Lauderdale, Florida

Treasurer - Ann H. Hamilton, Georgia Southern University, Statesboro, Georgia

1996-98 Thirty-eighth Biennial Conference, Little Rock, Arkansas, September 29 -October 3, 1998

President - Lorraine D. Summers, State Library of Florida, Tallahassee, Florida

Vice-President/President-Elect - Frances Coleman

Secretary - Carolyn Wilson,

Treasurer - Billy Pennington,

1998-2000 Thirty-ninth Biennial Conference (Joint Conference with Council of Georgia Media Organizations - COMO), Jekyll Island, Georgia, October 11-13, 2000

President - Frances Coleman,

Vice-President/President-Elect - Barry B. Baker

Secretary - Ellen Johnson,

Treasurer - Bill McRee,

2000-2002 Fortieth Biennial Conference (Joint Conference with SCLA),
Charleston, South Carolina, October 24-26, 2002

President - Barry B. Baker, University of Central Florida, Orlando, Florida

Vice-President/President-Elect - Ann H. Hamilton, Georgia Southern University,
Statesboro, Georgia

Secretary - Sybil Boudreaux, University of New Orleans, New Orleans,
Louisiana

Treasurer - Glenda Neely, University of Louisville, Louisville, Kentucky

2002-2004 Forty-first Biennial Conference (Joint Conference with NCLA),
Charlotte, North Carolina, November 9-13, 2004

President - Ann H. Hamilton, Georgia Southern University, Statesboro, Georgia

Vice-President/President-Elect - Judith A. Gibbons, Kentucky Department for
Libraries and Archives, Frankfort, Kentucky

Secretary - Faith A. Line, Sumter County Library, Sumter, South Carolina

Treasurer - Diane N. Baird, Middle Tennessee State University, Murfreesboro,
Tennessee

Executive Board

[Personnel](#) | [Meetings](#) | [Powers & Duties](#) | [Terms of Office](#) | [Quorum](#)

Personnel

1. The Executive Board shall be composed of the following voting members:
 - a. President
 - b. Vice-President/President-Elect
 - c. Secretary
 - d. Treasurer
 - e. One representative from each constituent state association
 - f. Chairmen of each Section and Round Table of the Association
 - g. Immediate Past President
2. The Executive Board shall also seat the following non-voting members:
 - a. Executive Secretary
 - b. Editor of The Southeastern Librarian
 - c. Parliamentarian
3. Any committee chairman, any SELA member, or any person who has business with the Board, may be invited by the President to attend Executive Board meetings.

Meetings

1. At least one Executive Board meeting will be held each calendar year.
 - a. Executive Board will meet at beginning and end of the Leadership Conference, which occurs in the Spring of each non-conference year.
 - b. Executive Board will meet at beginning and end of the State Officers Meeting, which usually occurs in the Spring of each conference year (unless in conflict with the Conference).
 - c. Executive Board will meet at the beginning of the Biennial Conference.
 - d. Newly elected and outgoing Board members will meet together immediately following the close of the Biennial Conference.
2. Other meetings may be called by the President at the time and place indicated by him/her.

Powers and Duties

1. To manage the business affairs of the corporation, including setting of registration fees and approving of all budgets.
2. To appoint the Executive Secretary of the Association and to fix the amount of compensation.
3. To approve the appointment of the Editor of The Southeastern Librarian and to approve the other members of its staff, appointed by the Editor.
4. To determine the time and place of the Biennial Conference of the Association.
5. To approve special called meetings of the membership, if necessary (only business mentioned in the call can be transacted.)
6. To propose annual dues to be approved by a vote of the membership.
7. To approve the appointments for all vacancies which may occur in the offices of the Association, except that of Vice-President/President-Elect, between conferences.
8. To designate honorary members
9. To approve applications for formation of Sections and Round Tables.
10. To approve all appointments made by the President.
11. To approve the establishment by the President of standing committees.
12. To review and affirm actions of the Executive Committee at the next regular board meeting or in fourteen (14) days, whichever is earlier.
13. To arrange for the bonding of the Treasurer and Executive Secretary and to set the amount of the bond.
14. To approve affiliation of Sections or Round Tables with other library associations.
15. To arrange special election in the case of a vacancy in the Vice-President/President-Elect position.
16. To approve petitions for additional state memberships.

Terms of Office

1. Elected officers serve for two years. Their terms of office commence at the adjournment of the biennial meeting with the exception of the Treasurer whose term of office begins the following January first. If the biennial meeting occurs before September, their terms of office (with the exception of the Treasurer) commence at the first of December of the second year of the biennium.

2. The State Representatives to the Executive Board are elected by their respective states for terms of four years.
3. The Executive Secretary serves at the pleasure of the Executive Board.
4. The Editor of The Southeastern Librarian serves at the pleasure of the Executive Board.

Quorum

A majority of the voting members is a quorum.

President

Powers and duties--To perform such duties as are implied by the title:

1. To preside at all meetings of the Association, Executive Board, and Executive Committee unless unable to do so, in which case the Vice-President/President-Elect shall preside.
2. To direct the entire program of the Association and to:
 - a. Represent the Association in all official capacities.
 - b. Act as spokesman for the Association on all established policies.
 - c. Act as liaison officer between the Association and other official bodies.
 - d. Coordinate the work of all Officers, Sections, Round Tables and Committees.
 - e. Represent SELA at membership meetings of constituent state associations.
 - f. Be responsible for preparation of the budget for the Association.
3. To approve the disbursement of monies by the Treasurer.
4. To appoint, subject to approval by the Executive Board, members of all standing and special committees, and notify them of their appointments and duties:
 - a. May (with approval of Executive Board) establish standing committees to consider matters of the Association which require continuity of attention.
 - b. May (with approval of Executive Committee) appoint ad hoc committees as needed.
 - c. Serves as ex-officio member of all committees except the Nominating Committee.
5. To appoint (with approval of Executive Board) the position of Parliamentarian.
6. To act as Chairman of the Executive Board and of the Executive Committee to:
 - a. Call meetings.
 - b. Arrange for facilities for such meetings, with assistance of Executive Secretary.
 - c. Prepare agenda for meetings, with assistance of the Executive Secretary.
7. To prepare files at end of Biennium and send to new President

or the archives (see Appendix B. Records Management Procedures).

- a. Remove ephemeral material.
 - b. Include materials of historical importance.
 - c. Include materials of immediate use to the new president.
8. To write a message for each issue of The Southeastern Librarian.
 9. To call additional business meetings of the Association with the approval of the Executive Board.
 10. To arrange for a professional audit in January of each odd year.
 11. To fill all vacancies which might occur in the officers of Association, except that of Vice-President/President-Elect, with the approval of the Executive Board.
 12. To take necessary legal steps to insure that any amendment to the charter is recorded in the Office of the Secretary of State of the State of Georgia.

Conference Responsibilities:

1. To secure Executive Board approval of an adequate allotment within the Association budget for the Conference.
2. To select the conference city and conference hotel with the approval of the Executive Board and upon the recommendation of the Site Selection Committee for the Biennial Meeting.
3. To develop a specific conference contract between SELA and conference hotel.
4. To preside at all general sessions of the Conference.
5. To notify all Committee chairmen, Section chairmen, Round Table chairmen, and Officers to prepare reports for the Conference.
6. To emphasize to membership at Conference the financial support of exhibits and urge them to visit exhibits.

Vice-President/President-Elect

Duties--To perform such duties as implied by the title:

1. To serve as a member of the Executive Board and Executive Committee.
2. To preside in the absence of the President, or upon request of the President when he/she is present.
3. To serve as a member of the Planning and Development Committee.
4. To serve as a member of the Budget Committee.
5. To serve as program coordinator for the biennial conference.
6. To prepare a list of committee appointments for the next biennium, subject to approval by the Executive Board.

Immediate Past President

Duties:

1. To serve as a member of the Executive Board.
2. To serve as a member (or as chairman) the Committee on Committees.
3. To chair the Budget Committee.
4. To serve with the Planning and Development Committee as Board liaison and reporter.

Secretary

Duties:

1. To serve as a member of the Executive Board and Executive Committee.
2. To record minutes of Executive Board and Executive Committee Meetings and General Sessions during Biennial Conference. To distribute minutes of Executive Committee meetings to all Executive Board members.
3. Other related duties as required.

Treasurer

Duties:

1. To serve as member of the Executive Board and Executive Committee.
2. To serve on the Budget Committee.
3. To report on the amount of money in the treasury at meetings.
4. To monitor the Association's fiscal activities which include:
 - a. Keeping accurate records of all financial transactions.
 - b. Disbursing monies of the Association under guidelines set by the Budget Committee.
 - c. Having custody of the financial records of the Association and funds of the Association.
 - d. Submitting the account for biennial professional audit.
5. To submit semi-annual and other reports as requested to the Executive Board on receipts and expenditures of the Association.
6. To make decisions relative to the investment of savings funds for the Association and to routinely review such accounts in order to ensure the maximum financial return from such investments.
7. For convention responsibilities, consult Executive Secretary.

Executive Secretary

Duties--To perform such duties as described by the Executive Board:

1. To serve as a non-voting member of Executive Board and Executive Committee.
2. Headquarters Office.

The Executive Secretary is responsible for the operation of the Headquarters Office.
3. Membership.
 - a. To enlist cooperation of the Membership Committee and the Board in building up membership in the various states.
 - b. To handle all complaints and correspondence relating to the affairs of the Association, as necessary.
 - c. To cooperate with state Executive Board members and state representatives on the SELA Membership Committee in conducting special membership drives, as deemed necessary.

4. Elections--Petition for additional candidates.

The Executive Secretary will receive and verify petitions for adding candidates to ballots for organizational officers in accordance with the Constitution.

5. The Southeastern Librarian.

The Executive Secretary shall make announcements concerning memberships, meetings of the Board and special committees, committee appointments and special activities of the Association.

6. Other responsibilities.

a. To the President:

To provide the President with copies of important correspondence, and to file in permanent files at Headquarters office important correspondence forwarded by the President.

b. To Executive Board Members from each state:

To notify Board members to inform Headquarters of all state library association meetings, dates of meetings and of changes in officers, and to supply Headquarters with state library publications.

c. To Executive Board and Chairmen of Sections, Round Tables, and Committees:

To prepare a biennial calendar with pertinent SELA dates and deadlines for the Association Leadership.

7. Finances.

The Executive Secretary shall approve and send directly to the Treasurer for payment certain bills, e.g., for printing and necessary office supplies as provided for in the approved budget. The Executive Secretary shall not have the authority to purchase items to exceed \$50, with the exception of the postage and necessary printing, without previous consent of the Executive Committee.

8. Other publications.

a. The Executive Secretary shall send announcements of Biennial Conferences to such publications as Library Journal, American Libraries, and other national or regional journals, and to the member state publications.

b. The Executive Secretary shall compile a Calendar of Events to be disseminated to the editors of state association newsletters/journals of member states. Copies shall be sent to State Representatives.

9. Meetings

The Executive Secretary shall make physical arrangements for Leadership Conferences, State Officers Meetings, and any Executive Board meetings, as requested by the President.

Office Manager

Duties--To perform such duties as designated by the Executive Board:

1. Membership

a. Notices of dues shall be sent to membership on or about December first of each year, with second notices on or about March first.

b. Dues shall be collected, properly credited, all checks deposited, and membership cards issued.

c. Appropriate membership files, to include changes of address, shall be maintained in the office.

2. Elections--Officers.

Following appointment, by the President, of the Nominating Committee and the selection of the candidates by that Committee (in conformance with the Constitution), the Office Manager shall send out ballots including biographical data. Ballots will be returned to Headquarters to be counted by a committee of three tellers appointed by the President from the membership in the vicinity of the Headquarters office.

3. Other responsibilities.

a. To Sections:

Maintain copies of Section Constitutions/Bylaws.

b. To Committees:

Sees that Executive Committee and Executive Board minutes are distributed to Constitution and Bylaws and Handbook Committee Chairmen and to the members of the Executive Board.

4. Enlists cooperation of the Membership Committee and the Board in building up membership in the various states.

5. The Southeastern Librarian:

The Office Manager shall be responsible for addressing and mailing the quarterly issues of The Southeastern Librarian.

Editor - The Southeastern Librarian

The official publication of the Association shall be known as The Southeastern Librarian, its Editor to be appointed by the President with the advice and consent of the Executive Board. Other members of its staff may be appointed by the Editor with the approval of the Executive Board.

Staff:

1. The Editor may recommend the appointment of a Managing Editor.

2. The Editor appoints an Advertising Manager and state reporters. The state reporter is not necessarily the editor of the individual state's publication.

3. An Editorial Board composed of the above will be advisory only.

Contents:

1. The Editor will have the sole editorial responsibility for the journal, including editorial responsibilities, compilation and publication.

2. The Southeastern Librarian is a quarterly journal.

3. A paper read at a Biennial Conference will be published in The Southeastern Librarian only if the Editor feels that the content of such a paper warrants it.

Other Duties of the Editor:

1. The Editor serves on the Executive Board as a non-voting member and is expected to attend all Executive Board Meetings.

2. The Editor shall send a suggestion/evaluation form to the constituent state representatives each January.

Qualifications:

Education in the field of journalism and previous experience with journal publication are preferred.

Honorarium:

The Editor shall receive an honorarium as determined by the Executive Board.

Parliamentarian

Duties:

1. To serve on the Executive Board as a non-voting member.
2. To provide this function at all business meetings of the Association and the Executive Board.
3. To interpret the Constitution and Bylaws for Officers, Sections, Committees, and Round Tables as needed.

Section Chairmen

Duties:

1. To serve as voting members of the Executive Board representing their respective groups.
2. To maintain records and to send files (weeded of ephemeral material) to Headquarters for archives by the end of each biennium (see Appendix B. Records Management Procedures).

Round Table Chairmen

Duties:

1. To serve as voting members of the Executive Board representing their respective groups.
2. To maintain records and to send files (weeded of ephemeral material) to Headquarters for archives by the end of each biennium (see Appendix B. Records Management Procedures).

State Representatives

Duties:

1. To serve as voting members of the Executive Board representing their respective states.
2. To report back to their state Association executive boards.
3. To serve as an advisory committee to the official publication by completing a suggestion/evaluation form supplied by the Editor each January.

Officers and Other Members of the Executive Board

Individual Duties of Members of the Executive Board

1. To attend all regular and called meetings of the Association and Executive Board.
2. To maintain all records of the respective office.
3. To keep the President informed. To prepare all reports minimally in triplicate, submitting one copy to the President, one to the Executive Secretary, and one for the files of the respective office.
4. To transmit to the newly elected officers all records and funds at the close of the Biennial Conference or by the end of the Biennium (Treasurer to serve until January following Biennial Conference), and to send any material of historical importance to Headquarters for the archives (see Appendix B. Records Management Procedures).

Library Education Section

In January of 1969, the Library Education Committee set as a priority for the biennium: Establishing a Library Education Section of SELA through which all teachers of library science in the Southeast would have an opportunity to meet regularly, to exchange ideas concerning improvement of library education in the South, and to hold workshops as needed. Administrators had also expressed a desire to meet informally but regularly to discuss mutual concerns.

Bylaws

Adopted November, 1980
(Revised March 2, 1987)

Article I. Name

The name of this body shall be the Library Education Section of the Southeastern Library Association

Article II. Purpose

The purpose of this Section shall be as follows:

1. To contribute to the professional welfare of its members and to librarianship generally as the Section of the Southeastern Library Association responsible for activities related to library education.
2. To provide a forum for the exchange of ideas relating to library education.
3. To work cooperatively with the Continuing Education Committee to promote continuing education for practicing librarians and library science educators in the Southeast.
4. To facilitate the job placement of library science graduates in the Southeast.

Article III. Relationships to the Southeastern Library Association

This body should be a section of the Southeastern Library Association.

The constitution and bylaws of that Association shall take precedence over these bylaws. At no time shall these bylaws be in conflict with those of the Association.

Article IV. Membership

Section 1. Members

Any member of the Southeastern Library Association who elects membership in this Section according to the Bylaws of that Association thereupon shall become a member of this Section.

Section 2. Dues, rights, privileges

Dues paid to the Southeastern Library Association shall constitute the dues of the members of this Section. The date of payment of dues to the Southeastern Library Association shall be considered the date of payment of dues to this Section. Any member of the Southeastern Library Association who designates on his/her membership form the desire to belong to the Section shall be considered a bona fide member of the Section.

Section 3. Membership, fiscal, and conference years

The membership, fiscal, and conference years shall be the same as those of the Southeastern Library Association.

Article V. Meetings

Section 1. The meetings of this Section shall be held at the time and place of the biennial conference of the Southeastern Library Association.

Section 2. Special meetings may be held when 10 percent of the membership petitions the chairperson in writing.

Section 3. The members present at a meeting shall constitute a quorum.

Article VI. Nominations and Elections

Section 1. Nominations

The Nominating Committee shall present candidates for the positions of Vice-Chairperson (Chairperson-Elect) and Secretary. Other nominations for these

offices may be submitted in writing by any member of the Section. These nominations shall be filed with the Executive Secretary of the Southeastern Library Association prior to the Biennial conference. Nominations may be made from the floor at the time of the election. No candidate for office will be accepted who is not a personal member of the Section.

Section 2. Elections

Elections shall be held at the Section meeting during the biennial conference. Candidates receiving a simple majority of the votes cast by members present shall be elected. In case the positions of Vice-Chairperson or Secretary become vacant prematurely, a new Vice-Chairperson or Secretary shall be elected by mail ballot from a slate selected by the Nominating Committee.

Article VII. Officers

Section 1. The officers of the Library Education Section of the Southeastern Library Association shall be a Chairperson, a Vice-Chairperson (Chairperson-Elect) and a Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Southeastern Library Association.

Section 2. Duties

Except as provided in these bylaws, the duties of the officers shall be such as are exercised in the parliamentary authority adopted by the Southeastern Library Association.

- a. Chairperson. In addition to the regular duties of this office, the chairperson shall: 1) plan a program of activities for the biennium, 2) plan for Section meetings with the assistance of other Section officers, 3) appoint all Section committees and their designated chairpersons, 4) appoint liaisons to other non-Section committees, and 5) serve as a voting member of the Executive Board.
- b. Vice-Chairperson. In addition to the regular duties of this office, the Vice-Chairperson shall perform such duties as the Executive Committee may assign to the office. The Vice-Chairperson shall: 1) act in the absence of the Chairperson and 2) assist in program planning. In the event that the office of the Chairperson becomes vacant, the Vice-Chairperson shall become the Chairperson of the Section for the unexpired term or until a new Chairperson is elected.
- c. Secretary. In addition to the regular duties of this office, the Secretary shall 1) keep records of all proceedings of the Section and 2) assist in the planning for Section meetings.

Article VIII. Executive Committee

Section 1. Composition

The Executive Board shall consist of the officers of the Section and the Immediate Past Chairperson.

Section 2. Powers and Duties

The Executive Committee shall have general supervision over the affairs of the Section between meetings. It shall:

- a. make recommendations to the Sections and
- b. be subject to the orders of the Section. None of the acts of this committee shall conflict with action taken by the Section.

Section 3. Meetings

The Executive Committee shall meet in conjunction with each regular meeting of the Section, or it may meet to act on emergency matters as deemed necessary by any two members.

Section 4. Quorum

The members present at a meeting are a quorum.

Article IX. Standing and Annual Committees

Section 1. Standing Committees

The standing committees of the Section shall be:

- a. Nominating Committee
- b. Placement Committee
- c. Program Committee
- d. Membership Committee

Section 2. Establishment and Composition

The Executive Committee may establish other standing committees as the need arises. The size of each committee shall be an odd number, no fewer than three members, each of whom shall be a member of the Section during the term served.

Section 3. Term of office

Each committee member may be appointed to serve a maximum of two consecutive two-year terms on any one committee. The Chairperson shall be appointed to serve as chair for one two-year term.

Section 4. Annual Committees

Other committees may be appointed as deemed in the best interest of the Section to meet a specific charge.

Article XI. Parliamentary Authority

Section 1. Sturgis' Standard Code of Parliamentary Procedures shall be the governing authority in any matter not specifically covered in these bylaws. The Chairperson may appoint a parliamentarian.

Article XXI. Amendments to the Bylaws

The bylaws may be amended by a majority vote of those present and voting at any regular meeting, providing due notice of the proposed amendment has been given at least thirty (30) days before the meeting at which it is presented. Any change adopted shall be published in *The Southeastern Librarian*. A proposed amendment or a new bylaw shall become effective when it has been approved.

Public Library Section

The official program for the 1922-24 Biennial Conference lists a meeting of this section which makes it one of the earliest Sections in the Association.

The purpose of the Public Library Section is: To plan and work toward the improvement of public libraries in the Southeast.

The goals set for the Public Library Section are:

1. To unite Association members interested in public libraries.
2. To provide opportunities for discussion and activities.
3. To provide programs of interest to public librarians, other interested librarians and trustees at the general conference and other events.
4. To encourage development of public library services to all ages in various types of communities.
5. To conduct workshops on topics of compelling interest to most public librarians.

6. To cooperate with the SELA, its Sections and other units to enhance the role of libraries in the southeast.

Constitution

Adopted November 1980

Article I. Name

The name of this organization shall be the Public Library Section of the Southeastern Library Association.

Article II. Objectives

The objectives of the Public Library Section shall be:

1. To unite Association members interested in public libraries;
2. To provide an opportunity for discussion and activities;
3. To plan and work toward the improvement of public libraries in the Southeast;
4. To provide programs of interest to public librarians and other interested librarians at the general conference;
5. To provide leadership for the general improvement and expansion of public library services to all ages in various types of communities through discussion, programs, and workshops.

Article III. Membership

Any member of the Southeastern Library Association may become a member of the Public Library Section by designating section preference at the time of payment of SELA dues.

Article IV. Officers

Section 1. Officers

- a. The elected officers of the Public Library Section shall be a Chairman, a Vice-Chairman/Chairman-Elect, and Secretary.
- b. All officers must be members of the Southeastern Library Association and the Public Library Section at the time of their nomination.
- c. Each officer will serve for two years or until their successors are elected.

Section 2. Executive Committee of the Section

The executive committee of the section shall consist of the officers and chairmen of the standing committees.

Section 3. Vacancies in Office

- a. Chairman and Vice-Chairman: If a vacancy occurs in the office of Chairman during the first year of the biennium, the Vice-Chairman succeeds and serves to the end of the biennium only. A special election is held to elect a new Chairman-Elect. If the vacancy occurs during the second year of the biennium, the Vice-chairman succeeds and remains Chairman-Elect. A temporary Vice-Chairman is appointed by the Chairman with the approval of the Executive Committee of the Section to serve to the end of the biennium. A new Vice-Chairman/Chairman-Elect is elected through the regular election process.
- b. Secretary: If a vacancy occurs in the office of the Secretary, the Chairman appoints a successor with the approval of the Executive Committee of the Section.

Article V. Meetings

Section 1. Membership Meetings of Section shall be held in conjunction with the biennial Southeastern Library Association Conference. Interim meetings may be called by the Chairman.

Section 2. The Executive Committee of the Section meets at least once during the biennium at the biennial conference of the Association. Special meetings may be called by the Chairman at any time.

Article VI. Quorum

Fifteen members constitute a quorum.

Article VII. Amendments

This constitution may be amended by a 2/3 vote of members present at any biennial business meeting, provided that members have been informed of the proposed changes at least 30 days prior to the meeting. Notice of the proposed amendment may be distributed by mail or by publication in *The Southeastern Librarian*.

Bylaws

Article I. Dues

Membership in the Section is included in the dues for the Association.

Article II. Nomination and Election of Officers

Section 1. Nomination

- a. The Chairman shall appoint a Nominating Committee of at least three members to select a slate of candidates.
- b. The committee shall select two names for each of the following officers: Vice-Chairman/Chairman-Elect and Secretary.
- c. Nominations shall be announced in the Spring issues of *The Southeastern Librarian* preceding the biennial conference.

Section 2. Election

- a. Election shall take place by ballot. A majority of votes cast constitutes an election to office.
- b. Elected officers serve for two years. Their terms of office commence at the adjournment of the biennial meeting. If the biennial meeting occurs before September, their terms of office commence on the first of December of the second year of the biennium.

Article III. Duties of Officers

Section 1. The Chairman presides at all meetings, appoints all committees, calls special meetings, and is in general responsible for actions and activities of the section.

Section 2. The Vice-Chairman presides in the absence of the Chairman and succeeds to the office of the Chairman. The Vice-Chairman is Chairman of the Program Committee and is in charge of the biennial section program and any interim workshops sponsored by the Section.

Section 3. The Secretary is responsible for keeping accurate records of all section business meetings and other duties and responsibilities as assigned by the Chairman.

Article IV. Committees

Section 1. All committees, both standing and ad hoc, are appointed by the Chairman.

Section 2. Standing committees are nominating and program.

Section 3. Ad hoc committees may be appointed by the Chairman as deemed necessary to conduct the business and programs of the Section.

Section 4. All committee members serve during the biennium for which they are appointed. Any committee member may serve during no more than two consecutive bienniums.

Article V. Parliamentary Authority

Robert's Rules of Order shall be the governing authority in any matter not covered in these bylaws or those of the Southeastern Library Association.

Article VI. Order of Business

Biennial and all other business meetings of the Section shall be conducted in the following order: Call to order; reading of previous minutes; committee reports; old business; new business; adjournment.

Article VII. Amendments

These bylaws may be amended by a 2/3 vote of members present at any biennial business meeting, provided that written copies of the proposed changes are distributed at the meeting.

Reference and Adult Services Section

The Southeastern Library Association Chapter of the Reference and Adult Services Division of the American Library Association states in its Bylaws:

"The goal of the Reference and Adult Services Section is to stimulate and support full access to library services which are user oriented. The Section seeks actively to foster the fullest use of all media in meeting the educational, research, informational, recreational and social interests and needs of users of all types of libraries in every subject field."

The Section attempts to keep in touch with members regarding bibliographic projects which can be carried out by committees in the Section, and is responsible for studying the recommendations of the Planning and Development Committee to see whether this Section can plan projects to carry out these recommendations.

The Chairman, either upon his own initiative or upon recommendations of members of SELA, will appoint committees or devise other means of carrying out projects which advance the informational, bibliographical and research services in the Southeast. He is responsible for planning the program for the Section meeting at the Biennial Conference of SELA.

The Business of the Section, including the election of Vice-Chairman/Chairman-Elect and a Secretary, is carried on under the Bylaws

adopted in 1980. Minutes of the meetings, Reports of the Chairman, and progress reports on bibliographic projects are published in *The Southeastern Librarian* and/or Supplements. Each officer has a copy of the Bylaws.

The SELA Executive Board voted on March 3, 1987, to include the activity of Library Services to the Aging as a sub-committee. Former names of the Section were (1) College and Reference Section, (2) Reference Section of SELA, and (3) SELA Chapter of the Reference Services Division of ALA.

Bylaws

Adopted November 20, 1981

Article I. Name

The name of this section shall be the Reference and Adult Services Section of the Southeastern Library Association.

Article II. Objectives

Section 1. The goal of the Reference and Adult Services Section is to stimulate and support full access to library services which are user oriented. The Section seeks actively to foster the fullest use of all media in meeting the educational, research, informational, recreational and social interests and needs of all types of libraries in every subject field.

Section 2. The Reference and Adult Services Section has a specific responsibility to:

- a. Identify the library interests and needs of present and potential users.
- b. Represent and interpret these interests and needs for the profession and to the public at large.
- c. Plan and develop programs and standards of services in response to these interests and needs.
- d. Identify all media which are useful in public services.
- e. Stimulate the continuing professional growth of library personnel presently and potentially engaged in public service.
- f. Encourage activities furthering the Section's goals.
- g. Cooperate with other Southeastern Library Association groups, especially those whose activities relate to the public services such as the Southeastern Library Instruction Round Table.

- h. Whenever possible or feasible, cooperate with Affiliates or Sections of Reference and Adult Services in other states and regions as well as the Reference and Adult Services Division (RASD) of the American Library Association.
- i. Identify and cooperate with other community and educational organizations whose activities relate to public services in libraries.

Article III. Membership

Section 1. Any person who is a member of the Southeastern Library Association is eligible for membership in this Section.

Section 2. Members may vote and hold office.

Section 3. Any person who is interested in library reference service may attend meetings.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Section shall be the Chair, a Vice-Chair (who shall be Chair-Elect), and a Secretary/Treasurer.

Section 2. Chair's Duties

It shall be the duty of the Chair to preside at the meetings of the Section, to appoint all committee chairs and members, and to perform such other duties as the office may require.

Section 3. Vice-Chair's Duties

The Vice-Chair shall prepare the program for the biennial meeting, assist the Chair in the operations of the Section, and in the absence of the Chair, perform the duties of this office.

Section 4. Secretary/Treasurer's Duties

The Secretary/Treasurer shall act as recording and corresponding secretary when so requested or directed by the Chair. The person shall keep in a book provided for this purpose, a record of the minutes, proceedings, and other documents of the Section. The Secretary/Treasurer will also be responsible for announcing Section activities in appropriate publications, notifying members of impending meetings, providing the SELA Executive Secretary with meeting minutes, and performing other corresponding duties.

Article V. Nominations and Elections

Section 1. Nominating Committee

The Section Chair shall appoint a Nominating Committee, consisting of a chair and two other members, which will nominate a new Vice-Chair/Chair-Elect and Secretary/Treasurer. This committee shall be appointed sufficiently in advance to give its report at the proper time.

Section 2. Nominations

The Nominating Committee shall present one or more candidates for each office to be filled. The Nominating Committee in selecting candidates will keep in mind:

- a. The best possible representation of the public service areas in all types of libraries.
- b. The selection of the ablest person available for the position to which nominations are to be made.
- c. The importance of recognizing and developing leaders among younger members of the Section.

Section 3. Additional Nominations and Elections

Nominations other than those presented by the Nominating Committee may be made from the floor at the Section's biennial business meeting.

Elections will be made by acclamation at the business meeting unless another method is requested by the Section's membership. The Candidate receiving the largest number of votes shall be elected. In the case of a tie the Chair will cast the deciding vote.

Article VI. Vacancies

An appointment to fill any vacancy occurring between meetings shall be made by the Chair (and in the Chair's absence, the Vice-Chair).

Article VII. Meetings and Quorum

Section 1. Meetings

The Section shall hold its regular meetings at the same time and place as the Southeastern Library Association and special meetings at such time and place decided upon by officers of the Section. General meetings are open to all

interested persons, but closed meetings may be requested by members of the Section; time for such closed meetings will be designated by the Chair.

Section 2. Quorum

- a. A majority of the voting members attending any meeting shall constitute a quorum for the transaction of any business of the section.
- b. The Chair shall make no motion or amendment nor vote on any question or motion unless the vote of the Section be so divided that this vote is necessary as a decisive one.

Article VIII. Committees

Section 1. Authorization and Discontinuance

Section officers may create and abolish standing, ad hoc, and inter-divisional committees under such rules as it may adopt for this purpose.

Section 2. Duties

The Section officers shall define the duties of all committees that may be created at the time of establishment, but the Chair may temporarily add any pertinent and relevant duties to any committee that may be needed to carry on its work.

Section 3. Appointments

The Section Chair will appoint committee chairs, members, and any vacancies which might occur. Committee membership will normally last for the duration of the chair's tenure in office. Committee members may be reappointed for another term. Wherever necessary care should be taken to provide continuity in committee membership.

Article IX. Affiliation with ALA

The Chair of the Section will represent or designate a representative to the ALA RASD Council of State and Regional Groups.

Article X. Amendments

Section 1. The bylaws may be amended at any regular business meeting by a two-thirds vote of the members attending, providing such notice was given in the announcement of the meeting.

Section 2. The revisions will be duly recorded in the minutes of the meeting.

Article XI. Reports

Section 1. The SELA Executive Secretary and the Chair of the ALA Council of State and Regional Groups will be provided with any revisions in the Section's Bylaws, the minutes of the business meetings and any other pertinent documentation.

Article XII. Rules of Order

Section 1. The rules contained in Robert's Rules of Order, latest edition, shall govern the Section in all cases in which they are applicable, provided they are not inconsistent with the Bylaws of the Section or those of the Southeastern Library Association.

Resources and Technical Services Librarians Section

From the 1922 conference to date there has been a section devoted to this area of library service. First identified as the Cataloging Round Table, it has gone through several name changes.

The purpose of this section is to bring together the members of this group at regular intervals for discussion of subjects, topics and problems which are common to those working in the Technical Services areas of libraries.

The goals of the section are:

1. To keep communication lines open between the Chairman of the Section and its members in order to encourage and promote the exchange of ideas;
2. To provide a formal structure for exploring pertinent topics;
3. To provide a program for the biennial meeting which will be slanted toward the interests of the majority of members.

Constitution

Adopted October 1984

Article I. Name

The name of this organization shall be the Resources and Technical Services Librarians Section of the Southeastern Library Association.

Article II. Goals

The goals of the Section are:

1. To keep communication lines open between the Chair of the Section and its members in order to encourage and promote the exchange of ideas; 2. To provide a formal structure for exploring pertinent topics; 3. To provide a program for the biennial meeting which will be slanted toward the interests of the majority of members.

Article III. Membership

Any member of the Southeastern Library Association may become a member of the section by designating section preference at the time of payment of SELA dues.

Article IV. Officers

Section 1. Officers

- a. The elected officers of the Section shall be a Chair, who shall preside at all meetings, appoint all committees, call special meetings, and is in general responsible for actions and activities of the Section; a Vice-Chair/Chair-Elect, who shall preside in the absence of the Chair, is Chair of the Program Committee and is in charge of the biennial Section program; and a Secretary, who shall be responsible for keeping accurate records of all Section business meetings and other duties and responsibilities as assigned by the Chair.
- b. All officers must be members of the Southeastern Library Association and the Resources and Technical Services Librarians Section at the time of their nomination.
- c. Each officer shall serve two years or until their successors are elected.

Section 2. Executive Committee of the Section

The Executive Committee of the Section shall consist of the officers of the Section.

Section 3. Vacancies in Office

- a. Chair and Vice-Chair: If a vacancy occurs in the office of Chair during the first year of the biennium, the Vice-Chair succeeds and serves to the end of the biennium only. A special election is held to elect a new Vice-Chair/Chair-Elect. If the vacancy occurs during the second year of the biennium, the Vice-Chair succeeds and remains Chair-Elect. A temporary Vice-Chair may be appointed by the Chair with the approval of the Executive Committee to serve until the end of the biennium when a new Vice-Chair/Chair-Elect is elected in the normal manner.
- b. Secretary: If a vacancy occurs in the office of Secretary during the biennium, the Chair appoints a successor with the approval of the Executive Committee.

Article V. Committees

Section 1. All committees, both standing and ad hoc, are appointed by the Chair.

Section 2. Standing committees are nominating and program.

- a. The nominating committee shall consist of three people representing the various types of libraries and geographic areas included in the southeastern United States, and they shall select a slate of candidates. The slate shall have at least one name for each of the Offices, and this slate shall be published in the issue of *The Southeastern Librarian* preceding the biennial Southeastern Library Association Conference.
- b. The program committee shall consist of the Vice-Chair/Chair-Elect acting as Chair of the committee and other people appointed by the Chair with the approval of the Vice-Chair. The number of the Committee members is left to the discretion of the Chair.

Section 3. Ad hoc committees are appointed by the Chair as deemed necessary to conduct the business and programs of the Section.

Section 4. All committee members must be members of the Southeastern Library Association and of the Resources and Technical Services Librarians Section at the time of their appointment, and shall serve during the biennium for which they are appointed.

Article VI. Meetings

Section 1. Meetings of the membership of the Section shall be held in conjunction with the biennial Southeastern Library Association Conference. Special meetings may be called by the Chair. The legal quorum for the meetings shall consist of the members present.

Section 2. Meetings of the Executive Committee shall occur in conjunction with the regular Section meeting. Special meetings may be called by the Chair. A quorum for the Executive Committee shall consist of at least two officers present and voting.

Section 3. Committee meetings shall be called by the committee chair.

Article VII. Parliamentary Authority

The current edition of Robert's Rules of Order shall be the governing authority in any matter not covered in this Constitution or the Constitution and Bylaws of the Southeastern Library Association.

Article VIII. Amendments

This Constitution may be amended at any biennial business meeting of the Section by a two-thirds vote of the members present and voting, provided that the membership has been informed of any proposed changes at least thirty (30) days prior to the meeting. The cost for informing the membership shall be borne by the Executive Committee in a manner they see fit for any changes proposed by a duly constituted ad hoc committee formed to propose Constitutional changes. The cost of informing the membership of any change proposed by a member or members acting on their own behalf shall be borne by the member or members proposing the change after informing the Chair of his/her or their intent at least forty-five days prior to the biennial meeting of the Section.

School and Children's Librarians Section (SCLS)

The goal of the section is:

To promote and support library work with children in the southeastern United States.

The objectives of the section (Article II of the 1980 Bylaws) are:

1. To plan, stimulate and support the development of effective library service to children and youth in the Southeast;
2. To cooperate with regional and national agencies with similar interests; and
3. To encourage and support research dealing with library and related problems of children and youth in the region.

Chronology

- 1922 - Children's Work Round Table
- 1924 - School and Children's Librarians' Section
- 1928 - Children's Librarians Section
- 1932 - Divided into two Sections: Children's Librarians Section and School Librarians Section
- 1946 - Sections merged into School and Children's Librarians with agreement to alternate the chairmanship
- 1976 - The section became a member of the American Association of School Librarians (AASL) Affiliate Assembly providing a voice in the American Library Association (ALA) through two appointed delegates. All future SELA/SCLS chairmen are required to be members of AASL. From this time forward, each business meeting will include an AASL report.
- 1980 - Bylaws adopted; first report on the activities of the ALA/Association for Library Service to Children (ALSC), as well as those of AASL. Section

chairmen became members of the SELA Executive Board. Published booklet: Unusual Library Programs for Children in the Southeast.

According to Betty Martin's article, "A History of the School and Children's Librarians Section of the SELA," (*The Southeastern Librarian*, Winter, 1980, pp. 191-194) since its inception in 1922, "The Sections have been informally organized and have seldom been concerned with a continuing or major project, thus the chief function of section officers has been the planning of programs for biennial meetings" (p. 191). Martin further states that the SELA Executive Board has taken an active role in the support of school librarians. Activities of SELA concerning school librarians have focused on three areas:

1. The promotion of the school library standards of the Southern Association of Colleges and Schools
2. The improvement of education for librarianship
3. The employment of library supervisors in state departments of education.

Evaluations and/or SELA surveys in 1949, 1960 and 1976 showed gains Southern school libraries have made in the SELA's areas of focus with the following resolutions adopted by the SELA Executive Board in 1976:

1. That the Southern Association of Colleges and Schools be commended for their support of clerical assistance to school librarians and that they continue to strengthen this support;
2. That the ALA Accreditation Committee request schools training school library professionals to improve their programs;
3. That national agencies accrediting teacher education programs be requested to include in their standards courses on the use of media and the school media center;
4. That the National Association of State School Media Professionals work with the Council of State School Officers to prepare a publication defining the role and responsibilities of state school library agencies.

While limited information is available, Martin's article reports that SELA has actively supported school libraries. In 1976 the School and Children's Section became an affiliate of the ALA/AASL and at subsequent conferences delegates have reported the activities of the AASL. While the ALA/Association for Library Service to Children (ALSC) does not have affiliates, beginning with the 1980 conference activities of ALSC have also been reported at SELA/SCLS business meetings.

In an effort to actively promote activities for children in school and public libraries in the Southeast, the first of what is envisioned to be a series of

booklets was published and distributed at the 1980 Biennial Conference. Unusual Library Programs for Children in the Southeast supports in print library programs for children in the Southeast.

The SCLS continues to be concerned with Southern Association standards and plans in the 1981-82 biennium to officially address areas of concern.

Bylaws

Adopted November 1980

Article I. Name

This section shall be called the School and Children's Librarians' Section of the Southeastern Library Association.

Article II. Objectives

The objectives of the School and Children's Librarians' Section shall be:

1. To plan, stimulate and support the development of effective library service to children and youth in the Southeast;
2. To cooperate with regional and national agencies with similar interests; and
3. To encourage and support research dealing with library and related problems of children and youth in the region.

Article III. Membership

General membership dues in the Association shall entitle any member to become a member of the School and Children's Librarians' Section.

Article IV. Officers and Executive Committee

Section 1. The Officers of the Section shall be Chairman, Vice-Chairman (Chairman-Elect), and Secretary.

Section 2. The Officers, together with the Immediate Past Chairman and one Association representative from each state shall make up the Executive Committee of the Section.

Article V. Duties of the Officers

Section 1. Chairman

The Chairman shall preside at all meetings of the Section and have general supervision of the activities of the Section. He or she shall have the power to

appoint standing and special committees with the approval of the Executive Committee of the Section. The Chairman shall be Chairman of the Executive Committee of the Section and an ex-officio member of all committees. He or she shall authorize payment of functional expenditures and present the biennial budget for the Section, prepared by the Executive Committee of the Section, to the Executive Board of the Southeastern Library Association. The Chairman shall be a current member of American Association of School Librarians (AASL) in compliance with AASL Affiliate Assembly Membership requirements.

Section 2. Vice-Chairman (Chairman-Elect)

The Vice-Chairman (Chairman-Elect) shall assist the Chairman in the performance of his or her duties and shall act for the Chairman in his or her absence or at his or her request. This person shall be responsible for the Section's program at the biennial meeting. In the event that the Chairman finds it necessary to withdraw from office, the Vice-Chairman shall serve for the balance of the un-expired term and continue as Chairman for the following two years.

Section 3. Secretary

The Secretary shall record the proceedings of all meetings of the Section and of the Executive Committee of the Section. He or she shall present the minutes of the preceding biennial meeting for approval at the next biennial meeting. Other duties, such as correspondence, may be assigned the Secretary by the Chairman.

Section 4. Vacancies

Should a vacancy occur in any office, it may be filled by the Executive Committee of the Section until the time of the next regularly scheduled biennial election unless another procedure for filling the vacancy has been specified in the Section's Bylaws.

Article VI. Nominations and Elections

Section 1. Election of Officers

- a. The Chairman shall appoint a Nominating Committee for the Section. The Nominating Committee shall prepare a slate of officers, composed of one candidate for Vice-Chairman (Chairman-Elect) and one for Secretary, for presentation to the Section at the biennial business meeting. Written acceptance shall be obtained prior to submission of a name to the Section membership. Election shall be by vote of a majority of the members present at the biennial meeting. Election of officers for the Section must be completed by the end of the biennial conference. The outgoing Chairman is

responsible for giving the slate of the new officers, and Executive Committee members of the Section to the Executive Secretary and the Editor of *The Southeastern Librarian*.

- b. Nominations may be made from the floor if accompanied by written acceptance of the nominee.
- c. Terms of office shall be for two years and shall coincide with the terms of office for elected officers of SELA.

Section 2. Election of the Executive Committee of the Section

- a. The State Representatives serving on the Executive Committee of the Section shall be elected for a term of four years. All states shall not elect their representatives in the same biennium. Five states shall elect a representative one biennium and six states the next biennium in order to assure continuity on the Executive Committee.
- b. The Executive Committee of the Section shall appoint a Nominating Committee from each state composed of three to five Association members whose primary professional interest is in children and youth. Each Nominating Committee will submit one candidate from its state to the Chairman of the Section. These names will be presented to the Section at the biennial business meeting. Written acceptance shall be obtained prior to submission of a name to the Section membership. Election shall be by vote of a majority of the members present at the biennial meeting. Election of Executive Committee members of the Section must be completed by the end of the biennial conference.
- c. Nominations may be made from the floor if accompanied by written acceptance of the nominee.
- d. Executive Committee members of the Section assume duties immediately following the biennial conference.
- e. When a vacancy occurs in the office of any Executive Committee member representing a state, the Executive Committee of the Section itself is empowered to fill the vacancy from the active membership of the state in question. A new election shall be held when the original four-year term has expired.

Article VII. Meetings

Section 1. The official biennial meeting shall be held at the time of the biennial Southeastern Library Association Convention.

Section 2. Ten percent (10%) of the active membership of the Section, representing at least five states, shall constitute a quorum for the transaction of

business at any biennial meeting. A majority of the members of the Executive Committee of the Section shall constitute a quorum.

Article VIII. Committees

Section 1. The Chairman shall appoint all committees with the approval of the Executive Committee of the Section. The Chairman shall serve as an ex-officio member of all committees.

Section 2. The Chairman, with the approval of the Executive Committee of the Section, may establish standing committees to consider matters of the Section which require some continuity of attention. Members of all standing committees may be appointed for terms of two or four years as the Chairman designates, which will also provide continuity of membership. Members may be reappointed for a second but not a third consecutive term. The terms of approximately half the committee members shall expire each two years. Ad hoc committees may also be appointed by the Chairman, with the approval of the Executive Committee of the Section, as the need arises.

Article IX. Amendments to the Bylaws

The Bylaws may be amended at any regular meeting of the Section by a majority vote of those present and voting, providing due notice of the proposed amendment has been given to the membership of the Section at least thirty (30) days before its presentation for adoption. Notice of the proposed amendment may be circulated by mail or by publication in *The Southeastern Librarian*.

Article X. Parliamentary Authority

Section 1. The rules contained in Robert's Rules of Order, latest edition shall govern the section in all cases to which they are applicable, provided that they do not conflict with the bylaws of the Section or Association.

Section 2. The Chairman shall appoint a parliamentarian to serve at each business session of the Section. A parliamentarian may also be appointed by the Chairman to serve at Executive Committee and other similar meetings of the Section.

Special Libraries Section

Formed in 1970, the purpose of this section is to provide special librarians in the Southeast an organization of librarians with like interests where they may exchange ideas and information and to promote the development of special librarianship in the Southeast.

The goal of this section is to advance the progress of special librarianship in the Southeast through meetings, workshops, seminars and other means of communication. Every effort will be made to maintain an active list of all special librarians in the region.

In October 1986 the Special Libraries Section sponsored a preconference on "How to Make Personal Dynamics Work for You." Kaycee Hale, Executive Director of the Fashion Institute of Design and Merchandising was the speaker. At the 1986 Conference, the luncheon meeting featured Margaret Parker of the University of Georgia speaking on "The Information Specialist's Roles in the Pursuit of Artificial Intelligence."

The 1984 program focused on the perception of special librarians. Robert Aaron, Information Consultant with Aaron-Smith Associates of Atlanta spoke on "The Image of the Special Librarian," relating it particularly to his experiences in working with the business community.

Bylaws

Article 1. Name

The name of this section shall be the Special Libraries Section of the Southeastern Library Association.

Article II. Objectives

The objectives of the Special Libraries Section shall be to promote the interests of special librarians and special libraries in the area and to cooperate with other organizations and associations with related interests.

Article III. Membership

Membership shall be open to any person interested in the objectives of the Section.

Article IV. Officers

Section 1. The officers shall be a Chairman, Chairman-Elect and a Secretary-Treasurer. These officers along with the Immediate Past Chairman shall constitute the Executive Board of the Section.

Section 2. The officers shall serve for two years to coincide with the term of office of the officers of the Southeastern Library Association.

Section 3. The officers shall be elected at the Section business meeting held during the biennial conference of the Southeastern Library Association. A

majority vote of those section members present and voting shall be sufficient to elect.

Section 4. The Chairman will select a Nominating Committee which will present a slate of nominees for election. Other nominees may be named during the business meeting.

Section 5. The duties of the officers shall be those normally associated with such office.

Article V. Meetings

The regular meeting of the Section shall be held in conjunction with the biennial conference of the Southeastern Library Association. Special meetings may be called by the Executive Board of the Section.

Article VI. Quorum

Section 1. Those members present at an announced business meeting shall constitute a quorum for the conduct of business.

Section 2. A majority of those members present and voting shall be sufficient to pass any motion except amendments to these Bylaws.

Article VII. Amendments

Amendments, changes or deletions to these Bylaws may be made by a two-thirds vote of the members present and voting at a regular business meeting.

Trustees and Friends of the Library Section

The Trustees Section was organized in 1946 and had its first recorded meeting on October 24, 1946, in Asheville, with Miss Annie Westall of Asheville as section chairman. Rabbi Joseph Rauch of Louisville presided at the next meeting in 1948 in his home city. At that early date a speaker recommended audiovisual services and microfilming.

In Atlanta in 1950, Mrs. Nelson Severinghaus presided, and in 1952 in the same city, Mrs. Hinton Longino chaired a panel discussion which concluded that the value of trustees depended on their interest and willingness to serve, to help with public relations and financial support.

Mr. Aubrey Milam of Atlanta was chairman of the 1954 Atlanta meeting and the 1956 meeting on Roanoke, at which time the Section officially became the Trustees and Friends of the Library Section. In 1958 in Louisville, Mr. J. Maynard McGruder of Virginia presided over a discussion on trustees and

public relations. The program in 1960 in Asheville presented by Mr. Anthony Lord of that city featured five workshops.

In the Spring of 1962 the Trustees Section studied the structure of trustee organizations in the Southeast, and Mrs. John M. Armistead of Knoxville chaired the biennial meeting for 200 participants. Mr. W. L. Norton of South Carolina presided over the 1964 meeting in Norfolk, and Mr. Jerome Levy of Alabama the 1966 session in Atlanta.

The 1968-70 section chairman was Mrs. Norma W. Johnson of Kentucky, and awards authorized by the SELA Board were presented to librarians for meritorious service.

Mrs. Ann Woodward of Atlanta in 1972 stated the modern objectives for the section: increased involvement of trustees and friends; understanding of the role of professional librarians and the responsibilities of trustees; inclusion in SELA's legislative program; promotion of library services in the Southeast; and being an integral part of SELA.

The 1976 Knoxville program was organized by Mrs. Joyce McLeary of Tennessee and focused on the trustee role as advocates for their library's services. In 1978 the Section met with the Southwestern Library Association section in New Orleans under the chairmanship of Mrs. Ruth Byrd of Florida, and Louisiana's successful efforts to raise state funding were presented.

In 1980 in Birmingham, Kay Vowvalidis of Alabama planned a full day of workshops on trustee education and friends activities. The luncheon speaker explained how the political process can be used by citizen advocates and librarians.

Another day of workshops on ten different topics was carried at Louisville in 1982. Barbara Cooper of Florida presided, and John Berry, editor of *Library Journal*, was a guest in discussing library governance for Librarians, Trustees, and Friends.

In Biloxi in 1984, SELA and Mississippi Library Association combined their Public Libraries Sections and Trustees and Friends Sections for a presentation on programming for the changing role of public libraries. The speaker was Dr. David Matthews, President, Kettering Foundation.

Larry Pauley of the Ford Thompson Agency presented a program on alternative fundraising strategies at the 1986 Atlanta meeting. At the closing general session, Pat Reynolds, Section Chairman, presented an entertaining show entitled "A Literary Look at the History of Costuming." Most of the cast consisted of library trustees and directors.

The purpose of the section is: To promote libraries and library services through continuing education of Trustees and Friends of the Library by means of workshops and the biennial conference.

The goal of the section is: To give regional leadership and inspiration to trustees and friends; to focus public attention on library services, facilities and needs; and to cooperate with, and promote interest in, the Southeastern Library Association.

Constitution
Adopted November 1982

Article I. Name

The name of this section shall be Trustees and Friends of the Library Section of the Southeastern Library Association.

Article II. Object

The object of this section shall be to promote libraries and library services through continuing education of Trustees and Friends of the Library by means of workshops and the biennial conference; to focus public attention on library services, facilities and needs; and to cooperate with, and promote interest in, the Southeastern Library Association.

Article III. Membership

Membership shall be open to trustees, present and past, of any library; members of organized Friends of the Library groups; members of the board of any school or educational institution; members of Library Committees of any club or organization; or any person or institution interested in the objectives of this Section, on payment of the dues provided for in the bylaws of SELA.

Article IV. Officers

Section 1. The officers of this section shall be a Chairman, a Vice-Chairman/Chairman-Elect, and a Secretary.

Section 2. The officers shall be elected for two-year terms at the Biennial Conference. The Chairman shall serve as representative on the Executive Board of the Southeastern Library Association.

Section 3. Any vacancy in office shall be filled for the unexpired term through appointment by the Executive Board.

Section 4. The Executive Board shall consist of the officers and the chairmen of Standing Committees as appointed by the Chairman.

Article V. Meetings

This section shall meet at the time and place of the meeting of the Southeastern Library Association.

Article VI. Quorum

A majority of the members present shall constitute a quorum at any meeting of this Section.

Article VII. Amendments

This constitution may be amended only at an official Southeastern Library Association Biennial Conference by a two-thirds vote of those members present.

Bylaws

Article I. Officers

Section 1. The officers shall perform such duties as usually pertain to their offices.

Section 2. The Vice-Chairman/Chairman-Elect shall be chairman of the Program Committee.

Section 3. A slate of nominees who are paid-up members of the Southeastern Library Association shall be presented at the Biennial Meeting. Nominations from the floor shall be in order. No one shall be nominated without his/her consent, and elections shall be a majority vote.

Article II. Committees

Section 1. The Executive Board shall be empowered to act for the organization in matters consonant with its purpose between biennial conferences.

Section 2. The nominating Committee shall consist of three persons to be appointed by the chairman immediately after the Biennial Conference. Insofar as possible, the Nominating Committee will endeavor to secure a new slate of officers immediately after their appointment to the Committee. Their report shall be submitted and published in the official notice of the Biennial Conference.

Section 3. Standing Committees shall be those of nomination, legislation and program. The Legislation Committee will consist of eleven (11) members, representing each state in the Southeastern Library Association. The members shall be appointed by the chairman with the approval of the Executive Board. Other committees may be appointed by the Chairman as deemed necessary. Committee reports may be made at the Biennial Conference.

Section 4. The Chairman shall be an ex-officio member of all committees except the Nominating Committee.

Article III. Dues

There are no additional dues to join the Trustees and Friends of the Library Section other than payment of the annual dues of the Southeastern Library Association.

Article IV. Amendments

These bylaws may be amended at the Biennial Conference by a majority vote of the members present and voting.

Article V. Parliamentary Authority

The parliamentary guide for the organization shall be Robert's Rules of Order, Newly Revised, at all points not covered by the Constitution and Bylaws. The chairman may appoint a parliamentarian to serve during the session of any regular or special meeting.

University and College Library Section

There has been a section devoted to this area of library service since the beginning of the Southeastern Library Association.

The purposes of this section are:

1. To present at the biennial conference a program meeting on a topic or topics of concern to academic librarians; and
2. To respond to any requests for advice or action regarding academic librarianship directed to the Chairman by the President of SELA.

Bylaws

Adopted December 1990

Article I. Name

The name of this body shall be the University and College Library Section of the Southeastern Library Association.

Article II. Purpose

The purpose of this Section shall be as follows:

1. To contribute to the professional welfare of its members and to librarianship as the Section of the Southeastern Library Association responsible for activities related to university and college libraries.
2. To provide a forum for the exchange of ideas relating to academic librarianship.
3. To plan and work toward the continued growth and refinement of academic libraries and the services they provide in the Southeast.
4. To provide programs of interest to academic librarians and other interested librarians at the biennial conference.
5. To provide opportunities for discussion and activities.

Article III. Relationships to the Southeastern Library

Association This body shall be a Section of the Southeastern Library Association. The constitution and bylaws of that Association shall take precedence over these bylaws. At no time shall these bylaws be in conflict with the Association's Constitution and Bylaws.

Article IV. Membership

Section 1. Members

Any member of the Southeastern Library Association who elects membership in this Section according to the Bylaws of that Association thereupon shall become a member of this Section.

Section 2. Dues, rights, privileges

Dues paid to the Southeastern Library Association shall constitute the dues of the members of this Section. The date of payment of dues to the Southeastern Library Association shall be considered the date of payment of dues to this Section. Any member of the Southeastern Library Association who designates on his/her membership form the desire to belong to the Section shall be considered a bona fide member of the Section.

Section 3. Membership, fiscal, and conference years

The membership, fiscal, and conference years shall be the same as those of the Southeastern Library Association.

Article V. Meetings

Section 1. The meetings of this Section shall be held at the time and place of the biennial conference of the Southeastern Library Association.

Section 2. Special meetings may be held when ten (10) percent of the membership petitions the Chairperson in writing. Written notification will be sent to the membership by the Chairperson within fifteen (15) days after the petition is received, and the meeting held thirty (30) days after the mailing date.

Section 3. The members present at a meeting shall constitute a quorum.

Article VI. Nominations and Elections

Section 1. Nominations

The Chairperson shall appoint a Nominating Committee for the Section. The Nominating Committee shall prepare a slate of officers, composed on one candidate for Vice-Chairperson/ Chairperson-Elect, and one for Secretary, for presentation to the Section at the biennial business meeting. Written acceptance shall be obtained prior to submission of a name to the Section membership. Nominations may be made from the floor at the time of the election, if accompanied by written acceptance of the nominee. The out-going Chairperson is responsible for giving the slate of the new officers of the Section to the Executive Secretary and the Editor of *The Southeastern Librarian*. No candidate for office will be accepted who is not a personal member of the Section. Terms of office shall coincide with the elected officers of the Association.

Section 2. Elections

Elections shall be held at the Section meeting during the biennial conference. Candidates receiving a simple majority of the votes cast by members present shall be elected. In case the positions of Vice-Chairperson or Secretary become vacant prematurely, a new Vice-Chairperson or Secretary shall be appointed by the officers.

Article VII. Officers

Section 1. The officers of the Section shall be a Chairperson, a Vice-Chairperson/Chairperson-Elect, and a Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority

adopted by the Southeastern Library Association. Officers will serve according to the same schedule as officers of the Association.

- a. Chairperson: In addition to the regular duties of this office, the Chairperson shall: 1) plan a program of activities for the biennium, 2) plan for Section meetings with the assistance of other Section officers, 3) appoint all Section committees and their designated Chairperson, 4) appoint liaisons to other non-Section committees, and 5) serve as a voting member of the Executive Board of Southeastern Library Association.
- b. Vice-Chairperson/Chairperson-Elect: In addition to the regular duties of this office, the Vice-Chairperson/Chairperson-Elect shall perform such duties as the Executive Committee of the Section may assign to the office. The Vice-Chairperson shall: 1) act in the absence of the Chairperson and 2) assist in program planning. In the event that the office of the Chairperson becomes vacant, the Vice-Chairperson shall become the Chairperson of the Section for the unexpired term or until a new Chairperson is selected.
- c. Secretary: In addition to the regular duties of this office, the Secretary shall: 1) keep records of all proceedings of the Section and 2) assist in the planning for Section meetings. If the Chairperson and Vice-Chairperson leave, then the Secretary becomes the Chairperson and appoints a new Vice-Chairperson and new Secretary.

Section 2. An appointment to fill any vacancy between meetings shall be made by the Executive Committee.

Article VIII. Executive Committee

Section 1. Composition

The Executive Committee shall consist of the officers of the Section and the Immediate Past Chairperson.

Section 2. Powers and Duties

The Executive Committee shall have general supervision over the affairs of the Section between meetings. It shall:

- a. make recommendations to the Section, and
- b. be subject to the orders of the Section

None of the acts of this Committee shall conflict with action taken by the Section.

Section 3. Meetings

The Executive Committee shall meet in conjunction with each regular meeting of the Section or it may meet to act on emergency matters as deemed necessary by any two members.

Section 4. Quorum

The members present at a meeting is a quorum.

Article IX. Standing and Ad Hoc Committees

Section 1. Standing Committees

The standing committees of the Section, appointed by the Chairperson, shall be:

- a. Nominating Committee
- b. Membership Committee

Section 2. Establishment and Composition

The Executive Committee may establish other standing committees as the need arises. The size of each committee shall be an odd number, no fewer than three (3) members, each of whom shall be a member of the Section during the term served.

Section 3. Term of Office

Each committee member may be appointed to serve a maximum of two consecutive two-year terms on any one committee. The Chairperson shall be appointed to serve as Chairperson for one two-year term.

Section 4. Ad Hoc Committees

Other committees may be appointed by the Section Chairperson as deemed in the best interest of the Section to meet a specific charge.

Article X. Parliamentary Authority

Robert's Rules of Order, latest edition, shall be the governing authority in any matter not specifically covered in these bylaws and provided there is no conflict with the SELA Constitution and Bylaws. The Chairperson may appoint a Parliamentarian.

Article XI. Amendments to the Bylaws

The bylaws may be amended by a majority vote of those present and voting at any regular meeting, providing due notice or the proposed amendment has been given to the membership at least thirty (30) days before the meeting at which it is presented. Any change adopted shall be published in *The Southeastern Librarian*. A proposed amendment or a new bylaw shall become effective when it has been approved.

Government Documents Round Table

Bylaws

Adopted November 12, 1982

Article I. Name

The name of the organization shall be the Southeastern Library Association/Government Documents Round Table, hereafter referred to as SELA/GODORT.

Article II. Objectives

The objectives of SELA/GODORT shall be as follows:

1. To promote the objectives of the Southeastern Library Association as stated in its constitution.
2. To further the interaction and cooperation between documents librarians and others interested in government documents within the region by providing a forum for discussion of problems and concerns and for the exchange of ideas.
3. To provide a force for initiating and supporting programs to increase availability, use and bibliographic control of documents.
4. To contribute to the extension and improvement of education and training of documents librarians.

Article III. Membership

Section 1. Membership shall be open to any member in good standing of the Southeastern Library Association who supports the objectives of the Round Table.

Section 2. Dues shall be in accordance with SELA guidelines.

Article IV. Officers and Duties

Section 1. The elected officers of SELA/GODORT shall consist of the Chairperson, Vice-Chairperson/Chairperson-Elect, and the

Secretary/Treasurer. The term of office shall be for two years and shall coincide with the terms of office for elected officers of SELA. All officers must be members in good standing of SELA/GODORT.

Section 2 Duties of Officers

- a. Chairperson: The chairperson shall be the chief executive officer of the Round Table, the chairperson of the Executive Committee, and the Round Table's representative to the SELA Executive Board. The Chairperson shall have authority to appoint the Nominating Committee and other special/ad hoc committees as necessary and shall preside over the biennial meetings of SELA/GODORT and other special meetings or workshops.
- b. Vice-Chairperson/Chairperson-Elect: The Vice-Chairperson/Chairperson-Elect shall serve as Program Chairperson of the biennial meeting, having the authority to appoint any committee(s) to assist in the planning and/or promotion of the biennial meeting; shall perform the duties of the Chairperson in his/her absence; shall serve on the Executive Committee; and shall succeed to the office of Chairperson in the following biennium.
- c. Secretary/Treasurer: The Secretary/Treasurer shall serve as Membership Chairperson and shall be responsible for the maintenance of all Round Table documents; shall be responsible for the recording of the minutes of the biennial, Executive Committee, and other meetings, the handling of all financial accounts of the Round Table, and other duties as required. He/she shall serve on the Executive Committee.

Section 3. Nominations and Election of Officers

The Chairperson of the Round Table will appoint a Nominating Committee which will present a slate of nominees who are members in good standing of SELA and SELA/GODORT. Other nominations may be made from the floor at the time of the election. The officers shall be elected at the Round Table business meeting held during the biennial conference of SELA. A majority vote of those SELA/GODORT members present and voting shall be sufficient to elect.

Section 4. Vacancies in Office

In the case of a vacancy in the office of Chairperson, the Chairperson-Elect shall succeed to the office of Chairperson for the remainder of the unexpired term. In all other instances, the Executive Committee shall have the power to appoint someone to fill the vacancy until the next regularly scheduled election.

Section 5. Disposition of Records

All officers shall deliver to their successors all official material not later than one month following the installation of their successors. All official material not

needed to conduct the current business of the Round Table shall be delivered to the Secretary/Treasurer and maintained by this officer in good order.

Article V. Executive Committee

Section 1. The Executive Committee shall consist of the elected officers, the Immediate Past Chairperson and the Chairperson of the Information Clearinghouse Committee.

Section 2. The duties of the Executive Committee shall be the general supervision of the affairs of the Round Table in the intervals between the biennial conferences.

Section 3. The Executive Committee shall meet at least once during the biennium at the SELA conference.

Article VI. Meetings/Quorum

SELA/GODORT shall have a biennial program and business meeting in conjunction with the biennial conference of SELA. Those members present shall constitute a quorum at the business meeting. The Executive Committee shall have the power to call special meetings of the Round Table. The Chairperson of SELA/GODORT shall have the power to call special meeting of the Executive Committee as frequently as needed to transact the business of the Round Table. Other meetings and/or workshops shall be organized with the consent of the Executive Committee.

Article VII. Committees

Section 1. Standing committee members shall serve for two year. Members in good standing of SELA/GODORT may serve as committee members.

Section 2. The standing committees shall be:

- a. Membership Committee: Chaired by the Secretary/Treasurer, this committee will help in locating potential members and shall keep the Round Table's mailing list current.
- b. Program Committee: Chaired by the Vice-Chairperson/Chairperson-Elect, this committee will be responsible for the SELA/GODORT program at the biennial conference and will assist in the planning, preparation and publicity for all other meetings and/or workshops the Round Table may sponsor.
- c. Information Clearinghouse Committee: Chaired by a person appointed by the Chairperson of the Round Table, this committee will be responsible for providing information on the activities of SELA/GODORT to the American Library Association Government Documents Round Table, dttp and to *The*

Southeastern Librarian; for collecting documents newsletters from the Southeastern Library Association states and for disseminating information on documents concerns and issues in the region.

Article VIII. Parliamentary Authority

The most recent edition of Robert's Rules of Order shall govern all meetings of the Round Table and its committees in all cases where applicable and not in conflict with the Bylaws of this organization.

Article IX. Amendments

Section 1. This document may be amended at the biennial business meeting provided that the amendment is submitted to the Executive Committee at least eight weeks prior to the biennial conference, is publicized for consideration of the membership prior to the biennial conference and that two-thirds of the votes shall constitute the majority vote necessary for passage.

Section 2. All amendments shall be recorded in the minutes of the meeting, and the documents shall be duly revised, showing the date of revision.

Library Instruction Round Table (SELIRT)

The organizational meeting for SELIRT was held in Louisville, Kentucky on November 11, 1982. A standing committee had been established in 1976 by the Reference and Adult Services Section and was replaced in 1980 by an ad hoc committee to oversee the formation of SELIRT. There were two major accomplishments during the 1976-1980 era: the establishment of the Southeastern Bibliographic Instruction Clearinghouse at David Lipscomb University, Nashville, Tennessee, and the compiling of a directory of regional BI programs.

The purpose of the Library Instruction Round Table is:

According to the Bylaws, "SELIRT represents the interests of all those concerned with improving quality of library use instruction in all types of libraries, in order to promote more effective use of library resources."

Bylaws

Adopted November 11, 1982

Article I. Name

The name of this organization shall be the Southeastern Library Instruction Rountable (SELIRT).

Article II. Purpose

SELIRT represents the interests of all those concerned with improving quality of library use instruction in all types of libraries, in order to promote more effective use of library resources.

Article III. Membership

Membership shall be open to members of the Southeastern Library Association interested in library use instruction.

Article IV. Officers

Section 1. The officers of the organization shall be Chairman, Vice-Chairman/Chairman-Elect, and Secretary/Treasurer.

Section 2. The officers shall serve for two-year terms which shall coincide with the terms of office for the officers of the Southeastern Library Association. In the event that the Chairman is unable to complete the term of office, the Chairman-Elect shall succeed to the office of Chairman. In the event that any other officer is unable to complete a term of office, the Chairman may appoint a Round Table member for the remainder of the term of office.

Section 3. Officers shall be elected at the Round Table business meeting held during the biennial conference of the Southeastern Library Association. A majority vote of those Round Table members present and voting shall be sufficient to elect.

Article V. Executive Council

Section 1. There shall be an Executive Council of the three elected officers, the Chairmen of the Standing Committees, and the Immediate Past Chairman. The Director of the Southeastern Bibliographic Instruction Clearinghouse will serve as an ex-officio member of the Executive Council.

Section 2. The Executive Council shall have general supervision of the affairs of SELIRT in the intervals between meetings.

Article VI. Committees

Section 1. The standing committees shall be the Nominating Committee and the Program Committee.

Section 2. The Chairman, with the advice and consent of the Executive Council, shall appoint the committee chairmen and other committee members as deemed necessary, and create ad hoc committees as necessary.

Committee Chairmen shall serve the same term of office as the Round Table officers. The Vice-Chair/Chair-Elect will serve as Program Chair.

Section 3. All committees shall maintain records of their meetings, report at the biennial meeting, and at the appropriate time, convey their records to the Executive Secretary of the Southeastern Library Association.

Article VII. SEBIC

The Southeastern Library Instruction Round Table, under the provisions of SELA, shall sponsor and supervise the Southeastern Bibliographic Instruction Clearinghouse. The Director of the Clearinghouse shall serve as an ex-officio member of the Executive Council.

Article VIII. Meetings

Section 1. There shall be one business meeting a biennium held at the time of the biennial meeting of the Southeastern Library Association.

Section 2. Other meetings shall be held on call of the Executive Council, or by petition of 25% of the membership.

Section 3. A majority of those members present and voting shall constitute a majority.

Article IX. Amendments

These Bylaws may be amended by a majority of those members present of SELIRT at the biennial business meeting or any called meeting.

Article X. Parliamentary Authority

Robert's Rules of Order, latest edition, shall govern SELIRT in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of SELIRT or SELA.

New Members Round Table

The purpose of the New Members Round Table is:

To help young and new members orient themselves to their profession and to encourage their membership and participation in the association.

The concept of a Southeastern Library Association/Junior Members Round Table grew out of discussions held at the Richmond Conference in 1974. Although a JMRT group presented programs at the three subsequent

conferences, the SELA Constitution and Bylaws did not have a method to permit formal organization of a Round Table until the 1980 revision. JMRT was the first Round Table recognized under the new constitution. The Executive Board of SELA approved the name change to New Members Round Table in February 1991.

Bylaws

Adopted December 1990

Article I. Name

The name of this organization shall be the New Members Round Table (NMRT).

Article II. Purpose

To represent the interests of all new members of the profession.

Article III. Goals

The goals of the New Members Round Table are:

1. To help new members orient themselves to their profession.
2. To encourage membership and participation in the Southeastern Library Association.

Article IV. Membership

Section 1. Membership shall be open to all interested members of SELA who have been a member for fewer than five (5) years.

Section 2. Membership shall also be open to all members interested in mentoring new members of the profession.

Article V. Dues

Membership in the Round Table is included in the dues for the Association.

Article VI. Officers

Section 1. The officers of the organization shall be Chairperson, Vice-Chairperson/Chairperson-Elect, and Secretary/Treasurer.

Section 2. All officers must be members of the Southeastern Library Association and the New Members Round Table at the time of their nomination.

Section 3. Officers shall be selected for nomination by existing NMRT officers.

Section 4. The officers shall serve for two-year terms which shall coincide with the terms of office for the officers of the Southeastern Library Association. In the event that the Chairperson is unable to complete the term of office, the Chairperson-Elect shall succeed to the office of Chairperson. In the event that any other officer is unable to complete a term of office, the Chairperson may appoint a Round Table member for the remainder of the term of office.

Section 3. Officers shall be elected at the Round Table business meeting held during the biennial conference of the Southeastern Library Association. A majority vote of those Round Table members present and voting shall be sufficient to elect.

Article VII. Duties of Officers

Section 1. The Chairperson presides at all meetings, appoints all committees, calls special meetings, and is in general responsible for actions and activities of the section, including the biennial Round Table program.

Section 2. The Vice-Chairperson/Chairperson-Elect presides in the absence of the Chairperson and succeeds to the office of Chairperson and works closely with the Chairperson on Round Table activities.

Section 3. The Secretary/Treasurer is responsible for keeping accurate records of all finances and business meetings, and responsibilities as assigned by the Chairperson.

Article VIII. Meetings

Section 1. There shall be one business meeting a biennium held at the time of the biennial meeting of the Southeastern Library Association.

Section 2. Other meetings shall be held by petition of 25% of the membership.

Section 3. A majority of those members present and voting shall constitute a majority.

Article IX. Amendments

These Bylaws may be amended by a majority of those members present of NMRT at the biennial business meeting or any called meeting.

Article X. Parliamentary Authority

Robert's Rules of Order, latest edition, shall govern NMRT in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of NMRT or SELA.

Online Search Librarians Round Table

During the 1980-82 biennium, President Paul Spence appointed a committee headed by Theodore Pfarrer to investigate the feasibility of an Online Search Section. The group was formally organized as a Round Table at the 1982 conference. Bylaws were presented and passed at that time, and the group began a program of activities to further its objectives.

In 1984 the Chair of the Online Search Librarians Round Table, along with three other Round Table Chairpersons, petitioned the Executive Board for full board representation, and the request was granted.

The purpose of the Online Search Librarians Round Table is: To promote the highest possible quality of planning, managing, teaching or conducting online search services within the region served by the Southeastern Library Association.

Bylaws
Adopted December 15, 1982

Article I. Name

The name of this Round Table shall be the Online Search Librarians Round Table of the Southeastern Library Association.

Article II. Objectives

The objectives of the Online Search Librarians Round Table shall be to promote the highest possible quality of planning, managing, teaching, or conducting online search services within the region served by the Southeastern Library Association.

Article III. Membership

Membership shall be open to any interested member of the Southeastern Library Association.

Article IV. Officers

Section 1. The officers shall be a Chairperson, a Vice-Chairperson/Chairperson-Elect, and a Secretary/Treasurer. These officers

along with the Immediate Past Chairperson shall constitute the Executive Board of the Round Table.

Section 2. The officers shall serve for two-year terms which shall coincide with the terms of office of the officers of the Southeastern Library Association. In the event that the Chairperson is unable to complete the term of office, the Chairperson-Elect shall succeed to the office of Chairperson. In the event that any other officer is unable to complete a term of office, the Chairperson may appoint a Round Table member to that position for the remainder of the term of office.

Section 3. Officers shall be elected at the Round Table business meeting held during the biennial conference of the Southeastern Library Association. A majority vote of those Round Table members present and voting shall be sufficient to elect.

Section 4. The Chairperson shall appoint a nominating Committee which will present a single slate of nominees for consideration of the Round Table membership during the business meeting. Other Round Table members may be nominated at the business meeting.

Section 5. The duties of the officers shall be those normally associated with such offices.

Section 6. Ad hoc committees may be formed at the discretion of the Chairperson. Round Table members will be appointed to the committees by the Chairperson with the advice and consent of the Executive Board.

Article V. Meetings

The regular meeting of the Round Table shall be held in conjunction with the biennial conference of the Southeastern Library Association. Special meetings may be called by the Executive Board of the Round Table, upon at least thirty (30) days notice to the membership.

Article VI. Quorum

Section 1. Those members present at an announced business meeting shall constitute a quorum for the conduct of business.

Section 2. A majority of those members present and voting shall be sufficient to pass any motion except amendments to these Bylaws.

Article VII. Amendments

Amendments, changes or deletions to these Bylaws may be made by a two-thirds vote of the members present and voting at a regular business meeting.

Preservation Round Table

The purpose of the Preservation Round Table is:

1. To facilitate the discussion and dissemination of preservation information among SELA members.
2. To sponsor programs and workshops that would benefit the entire membership.
3. To provide a channel through which knowledge can be shared on the topics of book repair, care and handling techniques, disaster planning, commercial binding, microfilming, staff and user education, environmental monitoring, and related issues.

Recognizing that the deterioration of library collections is a rapidly growing problem within all sizes and types of libraries, and that it is becoming increasingly difficult to keep up with the latest developments in this field, a group became interested in 1991 in forming a Round Table to facilitate the spread of preservation information among librarians within the Southeast. A petition for signatures endorsing a Preservation Round Table was begun at ALA in Atlanta in July 1991 by Judy Sackett (University of Kentucky), Libby Pollard (SOLINET), and Sue Davis (Vanderbilt University).

The petition and request for the new Round Table were presented to and approved by the SELA Board on March 18, 1992. An organizational meeting, led by Sue Davis, was held at the New Orleans Conference on March 19, 1992. Bylaws were approved; the first slate of officers was elected; and general goals and appropriate program topics were established.

Bylaws

Adopted March 19, 1992

Article I. Name

The name of the organization shall be the Southeastern Library Association/Preservation Round Table (SELA/PRT).

Article II. Objectives

The objectives of SELA/PRT shall be as follows:

1. To promote the objectives of the Southeastern Library Association as stated in its constitution.

2. To further the interaction and cooperation between librarians with preservation responsibilities and others interested in preservation issues within the region by providing a forum for discussion of problems and concerns and for the exchange of ideas.
3. To promote preservation planning in all libraries.
4. To develop and sponsor preservation programs and training for all librarians in the region.

Article III. Membership

Section 1. Membership shall be open to any member in good standing of the Southeastern Library Association who supports the objectives of the Round Table.

Section 2. Dues shall be in accordance with SELA guidelines.

Article IV. Officers and Duties

Section 1. The elected officers of SELA/PRT shall consist of the Chairperson, the Vice-Chairperson/Chairperson-Elect, and the Secretary. The term of office shall be for two years and shall coincide with the terms of office of elected officers of SELA. All officers must be members in good standing of SELA/PRT.

Section 2. Duties of Officers

- a. Chairperson: The chairperson shall be the chief executive officer of the Round Table, the chairperson of the Executive Committee, and the Round Table's representative to the SELA Executive Board. The Chairperson shall have the authority to appoint the Nominating Committee and other special/ad hoc committees as necessary and shall preside over the biennial meetings of SELA/PRT and other special meetings or workshops.
- b. Vice-Chairperson/Chairperson-Elect: The Vice-Chairperson/Chairperson-Elect shall serve as Program Chairperson of the biennial meeting, having the authority to appoint any committee(s) to assist in the planning and/or promotion of the biennial meeting; shall perform the duties of the Chairperson in his/her absence; shall serve on the Executive Committee; and shall succeed to the office of Chairperson in the following biennium.
- c. Secretary: The Secretary shall serve as Membership Chairperson and shall be responsible for the maintenance of all Round Table documents; shall be responsible for the recording of the minutes of the biennial and Executive Committee and other meetings, and other duties as required; and shall serve on the Executive Committee.

Section 3. Nomination and Election of Officers

The Chairperson of the Round Table will appoint a Nominating Committee which will present a slate of nominees who are members in good standing of SELA/PRT. Other nominations may be made from the floor at the time of the election. The officers shall be elected at the Round Table business meeting held during the biennial conference of SELA. A majority vote of those SELA/PRT members present and voting shall be sufficient to elect.

Section 4. Vacancies in Office

In the case of vacancy in the office of Chairperson, the Chairperson-Elect shall succeed to the office of Chairperson for the remainder of the unexpired term. In all other instances, the Executive Committee shall have the power to appoint another PRT member to fill the vacancy until the next regularly scheduled election.

Section 5. Disposition of Records

All officers shall deliver to their successors all official material not later than one month following the installation of their successors. All official material not needed to conduct the current business of the Round Table shall be delivered to the Secretary and maintained by this officer in good order and condition.

Article V. Executive Committee

Section 1. The Executive Committee shall consist of elected officers and the Immediate Past Chairperson.

Section 2. The duties of the Executive Committee shall be the general supervision of the affairs of SELA/PRT.

Section 3. The Executive Committee shall meet at least once during the biennium at the SELA conference.

Article VI. Meetings/Quorum

Section 1. SELA/PRT shall have a biennial program and business meeting in conjunction with the biennial conference of SELA. Those members present shall constitute a quorum at the business meeting.

Section 2. The Executive Committee shall have the power to call special meetings of the Round Table. The Chairperson of SELA/PRT shall have the power to call special meetings of the Executive Committee as frequently as needed to transact the business of the Round Table. Other meetings and/or workshops shall be organized with the consent of the Executive Committee.

Article VII. Committees

Section 1. Standing committee members shall serve for two years. Members in good standing of SELA/PRT may serve as committee members. All committees shall maintain records of their meetings and report at the biennial meeting.

Section 2. Standing Committees

a. Membership Committee: Chaired by the Secretary, this committee will help in locating potential members and shall keep the Round Table's mailing list current.

b. Program Committee: Chaired by the Vice-Chairperson/Chairperson-Elect, this committee will be responsible for the SELA/PRT program at the biennial conference and will assist in the planning, preparation and publicity for all other meetings and/or workshops the Round Table may sponsor.

Article VIII. Parliamentary Authority

The most recent edition of Robert's Rules of Order shall govern the meetings of the Round Table and its committees in all cases where applicable and not in conflict with the Bylaws of this organization.

Article IX. Amendments

Section 1. This document may be amended at the biennial business meeting provided that the amendment is submitted to the Executive Committee at least eight weeks prior to the biennial conference and is publicized for consideration of the membership prior to the biennial conference. Two-thirds of those present shall constitute the majority vote necessary for passage.

Section 2. All amendments shall be recorded in the minutes of the meeting and the documents shall be duly revised, showing the date of revision.