

UELMA CONSTITUTION (November 2017)

Article I Name and Mission Statement

A. The name of the organization shall be the Utah Educational Library Media Association (UELMA). B. The mission of the Utah Educational Library Media Association (UELMA) is to provide professional support, leadership, and enrichment for school library media personnel and those who support library programs.

Article II Purposes

UELMA's Purpose:

A. Assess and respond to needs of school library media personnel B. Facilitate communication and collaboration amongst UELMA members and between UELMA members and the public C. Provide and promote professional growth in a dynamic and changing environment D. Develop and support performance standards for school library media personnel E. Publicize the components and dimensions of school library media programs F. Act as a state affiliate with AASL because of the two organizations' consistent goals and purposes G. Interact with local, state, and national organizations on issues related to school library media programs

Article III Membership and Dues

Section 1 Any person interested or engaged in school library media services may become a member of the association by paying annual dues.

Section 2 All current members shall have the right to vote, hold office, attend the annual conference, enroll in any special workshops, and receive access to UELMA's official publications.

Section 3

A. Dues shall be set by the Executive Board prior to the annual UELMA conference. Each year's dues shall be specified on UELMA's website

and included in conference registration fees. B. The membership year shall run from the beginning of the current year's annual conference to the beginning of the next annual conference.

Section 4 Members have the right to address the UELMA Executive Board through email and other established media.

Article IV Governing Authority

Section 1 The governing authority of the association shall be vested in the UELMA Executive Board, which shall consist of elected officers and appointments. Appointed positions, with the exception of the Vendor Representative, shall be non-voting members of the UELMA Executive Board.

Section 2 Elected officers shall be

A. President B. President-elect C. Past President D. Six (6) At-large Board Members

Appointed positions shall be

A. Executive Director B. Secretary C. Vendor Representative D. Representatives from the Utah State Board of Education (USBE) and Utah Library Media Supervisors (ULMS) E. Liaisons as deemed necessary by the UELMA Executive Board F. Regional Representatives as deemed necessary by the UELMA Executive Board

Section 3

A. Elected and appointed officers must be current members. B. No more than two members of any one school district shall be voting board members in a given year. C. Elected officers shall be elected through electronic voting prior to the UELMA conference.

1. The President-elect shall be elected for a three-year term and become President after one year and Past President after two years. 2. Six (6) elected (At-large) Board Members shall be elected for three-year terms on a staggered basis, two per year. D. An Executive Director shall be selected by the UELMA Executive Board and shall receive an annual salary as determined by the UELMA

Executive Board. E. The Secretary shall be selected by the current President of UELMA. F. Liaisons shall be nominated by the President and approved by the UELMA Executive Board.

Article V Duties of Officers

Section 1 Elected Positions A. President:

1. The President shall preside at all general and board meetings. 2. The President, in conjunction with the executive director, shall prepare and distribute an agenda at least one (1) week prior to each

meeting. 3. The President, with the approval of the executive board, shall appoint standing committees and ad hoc committees as needed. 4. The President shall perform the duties outlined with the advice and consent of the board. B. President-elect:

1. The President-elect, in the absence of the President, shall execute all of the powers of the President. 2. The President-elect shall direct public relations. C. Past President:

1. The Past President shall serve as an advisor to the election and constitution committees. 2. The Past President shall have responsibility for facilitating the annual UELMA conference. D. Elected (At-large) Board Members shall serve as assigned.

Section 2 Appointed Positions

A. Executive Director:

1. The Executive Director shall keep a register of all members of the association and shall be responsible for emailing membership

notices prior to the conference to each UELMA member or potential UELMA member. 2. The Executive Director shall monitor and advise official communication. 3. The Executive Director shall be responsible for notifying administrators and school library media supervisors concerning the annual

UELMA conference. 4. The Executive Director shall be responsible for registrations at all UELMA conferences. 5. The Executive Director shall be directly involved in the everyday operations of UELMA. 6. The Executive Director shall be a member of the Finance Committee. 7. The Executive Director shall receive, bank, disburse, account for, and report all funds of the organization at each board meeting. 8. The Executive Director shall prepare an annual report to be presented to and approved by the board. 9. The Executive Director shall prepare and file all federal and state tax reports. B. Secretary:

1. The Secretary shall distribute a copy of the minutes of board meetings within fourteen (14) days to the UELMA Executive Board. 2. The Secretary shall keep and publicize minutes of UELMA board meetings. C. Vendor Representative:

1. The Vendor Representative shall be appointed for a three (3) year term by the President of UELMA in cooperation with the outgoing

Vendor Representative. 2. The Vendor Representative shall publicize, organize, and set up all exhibits at UELMA conferences. 3. The Vendor Representative shall be a voting member of the UELMA Executive Board. 4. The Vendor Representative shall represent the interests and needs of the vendors at UELMA board meetings.

D. Utah State Office of Education and Utah Library Media Supervisors:

1. A Utah State Board of Education (USBE) member shall act as a liaison to UELMA. 2. A Utah Library Media Supervisors (ULMS) member shall act as a liaison to UELMA.

E. Liaisons:

1. All liaisons shall be appointed for a minimum of a three-year term by the President and approved by the UELMA Executive Board. 2. A liaison shall be a current member of UELMA and the organization they have been chosen to represent. 3. A liaison shall collaborate with and report on the activities of the allied organization.

Section 3 UELMA Executive Board:

A. The UELMA Executive Board shall transact business of the association by a quorum vote. B. The UELMA Executive Board shall determine UELMA policy and cooperate with allied organizations. C. The UELMA Executive Board shall control and manage all property, real and personal, belonging to the association. D. The UELMA Executive Board shall approve expenditures and provide an annual review of income and expenditures. E. The UELMA Executive Board shall have power to appoint or elect a replacement in the case of a vacancy. F. The UELMA Executive Board may remove officers by a quorum vote should they discover it to be in the best interest of UELMA. G. The UELMA Executive Board shall deal with all aspects of managing the organization under the guidance of the Executive Director.

Article VI Committees

Section 1 Standing Committees:

A. The Finance Committee shall be composed of the Executive Director, President, Past President, and President-elect. This committee shall submit the annual report for approval to the UELMA Executive Board. All financial obligations shall be paid by checks or credit card signed or authorized by the Executive Director, President, Past President or Finance Committee. B. The Conference Committee shall be chaired and organized by the Past President. This committee comes from the general membership of

UELMA. The committee shall plan, organize and arrange the annual UELMA conference with the advice and assistance of the UELMA Executive Board. C. The Election Committee shall be composed of the President-elect, assigned members of the UELMA Executive Board, and other assigned general members. The committee and President-elect shall procure candidates to run for UELMA office and shall be responsible for overseeing and totaling the results.

Section 2 Ad Hoc Committees:

UELMA ad hoc committees shall be called and/or dissolved as needed.

Section 3 Ex Officio Members:

The President and Executive Director shall be ex officio members of all committees.

Article VII Restrictions

Section 1 The association shall not have any purpose nor engage in any activity inconsistent with Section 501(c)(6) of the Internal Revenue Code of 1954 or successive provisions thereto.

Section 2 The UELMA Executive Board shall authorize or empower the association to pay reasonable compensation for services actually rendered to or for the association in effecting its purposes. No part of the net earnings of the association shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual, corporation or organization.

Section 3 The association shall not make any accumulation of income unreasonable in amount or duration, or use any income for purposes other than the purposes herein described. In general, the association shall not act in any way or engage in any activity that might affect its right to full tax exemption, federal or local, which may from time to time be granted to professional associations or business leagues.

Section 4 Upon dissolution of this association, after paying or adequately providing for the debts and obligations, the remaining assets shall be distributed to a nonprofit fund, foundation, corporation or association organized and operated exclusively for charitable or educational purpose which has established its tax exempt status under Section 501(c)(6) of the Internal Revenue Code.

Article VIII Meetings

Section 1 UELMA Conference:

A. The UELMA conference shall be held annually. The date and location shall be approved by the UELMA Executive Board and announced to

the general membership at least 180 days in advance. B. Notice of conferences shall be sent to each member at least thirty (30) days prior to such meeting and shall include a business agenda and a

program schedule. C. A majority of members present shall constitute a quorum for the transaction of UELMA business.

Section 2 Regional Workshops:

A. The UELMA Executive Board shall appoint chairpersons to conduct regional workshops as needed. B. Chairpersons shall be under the supervision of and report to the UELMA Executive Board.

Section 3 UELMA Executive Board:

A. The UELMA Executive Board shall meet quarterly. Board members shall receive notification within ten (10) days of said meetings. B. A majority of voting members shall constitute a quorum for the transaction of business.

Article IX Nominations and Elections

Section 1

A. The Election Committee shall obtain a slate of candidates; the slate of candidates will be distributed to members at least thirty (30) days prior

to the annual conference. B. The Election Committee shall contact each candidate in order to obtain his/her acceptance and the assurance that he/she will fulfill the obligations of his/her commitment if elected.

Section 2

A. UELMA members shall vote electronically on the slate of candidates prior to the annual UELMA conference. B. The Election Committee shall count the ballots and report the results to the UELMA Executive Board. The President-elect will announce

election results and introduce the new officers at the annual UELMA conference. C. Newly elected officers shall assume duties immediately following the annual UELMA conference.

Article X Parliamentary Authority

A. Robert's Rules of Order shall govern all association meetings. B. The Executive Director shall serve as parliamentarian.

Article XI Amendments

Section 1 Proposed amendments to the UELMA Constitution must be presented to the UELMA Executive Board at their quarterly meeting and will be acted upon at the following quarterly meeting. Board members will be advised of the impending vote when they are notified of the meeting.

Any amendment must be sent to each member at least thirty (30) days before the annual UELMA conference.

Section 2 An amendment shall be ratified by a two-thirds affirmative vote of the current membership.

Section 3 The UELMA Constitution shall be reviewed by the UELMA Executive Board at least every five (5) years.