

Bylaws of the Association for Library Collections & Technical Services

Amended and approved 2009 [\(2011 or 2012 once approved again!\)](#).

Article I. Name

Article II. Relationship to the American Library Association

Article III. Purpose

Article IV. Membership

Section 1. Becoming a member

Section 2. Membership classifications

Section 3. Rights and privileges of members

Section 4. Membership meeting

Section 5. Membership year

Article V. Officers

Section 1. Titles

Section 2. President

Section 3. President-elect and past president

Section 4. Councilor

Section 5. Executive Director

Article VI. Board of Directors

Section 1. Composition

Section 2. Executive Committee

Section 3. Voting members

Section 4. Quorum

Section 5. Powers and duties

Section 6. Meetings

Section 7. Voting

Section 8. Inactive members

Section 9. Rules of order

Article VII. Sections

Section 1. Establishment

Section 2. Membership

Section 3. Rights and privileges

Section 4. Relation to ALCTS

Section 5. Officers

Section 6. Executive committees

Section 7. Changes in Name or Purpose

Section 8. Discontinuance

~~Article VIII. Council of Regional Groups~~

~~Section 1. Affiliate groups~~

~~Section 2. Purpose of the Council~~

~~Section 3. Composition of the Council~~

~~Section 4. Officers~~

~~Section 5. Executive committee~~

~~Section 6. Meetings~~

~~Section 7. Finance~~

~~Section 8. Discontinuance of Affiliation~~

Article ~~IX~~VIII. Nominations and Elections

Section 1. Terms of office

Section 2. Nominating Committees

Section 3. Nominations

Section 4. Selection and eligibility of candidates

Section 5. Elections

Article IX. Vacancies

Section 1. Board of Directors

Section 2. Section ~~and CRG~~ Officers

Section 3. Withdrawal before assuming office

Article ~~XI~~. Committees

Section 1. Establishment

Section 2. Composition

Section 3. Appointment

Section 4. Terms of appointment

Section 5. Review

Section 6. Intersectional/interdivisional committees

Section 7. Joint committees

Section 8. Notification

Section 9. Voting

Section 10. Finance

Section 11. Reports

Section 12. Vacancies and inactive members

Section 13. Discontinuance

Article XI. Interest Groups

Section 1. Establishment

Section 2. Membership

Section 3. Officers

Section 4. Reports

Section 5. Renewal or Discontinuance

Article XII. Affiliate Groups

Section 1. Affiliate groups

Section 2. Affiliate relations

Section 3. Discontinuance of affiliation

Article XIII. Representation in Outside Organizations

Article XIV. Publications

Section 1. Authorization

Section 2. Right of Refusal

Section 3. Editors

Article XV. Notice by Mail

Article XVI. Parliamentary Authority

Article XVII. Amendments to Bylaws

Section 1. Proposals

Section 2. Approval and Voting

Section 3. Adoption

Article I. Name

The name of this body is the Association for Library Collections & Technical Services (ALCTS).

Article II. Relationship to the American Library Association

ALCTS is a division of the American Library Association (ALA). The ALA Constitution and Bylaws take precedence over ALCTS bylaws.

Article III. Purpose

The purpose of ALCTS is to provide leadership and a program of action for the identification, acquisition, description, organization, preservation, dissemination and access to library information resources for ALCTS members, for other ALA divisions and members, and for the library and information community. ALCTS also provides forums for discussion, research and development, and opportunities for learning in all of these areas in a dynamic collaborative environment.

Article IV. Membership

Section 1. Becoming a member.

Any member of ALA may become a member of ALCTS by selecting ALCTS on the ALA membership form and paying ALCTS dues.

Section 2. Membership classifications.

Individuals and organizations from all classes of membership in ALA are eligible to join ALCTS. Membership classes and corresponding dues structures may be established within ALCTS at the discretion of the Board of Directors to meet the needs of special categories of members.

Section 3. Rights and privileges of members.

All members of ALCTS are eligible for membership in any one or more of the sections. Only personal members have the right to vote and to hold office. Appointments on ALCTS committees are limited to ALCTS members, except where individuals from other organizations are appointed as liaisons or representatives. Only ALCTS members may be appointed to represent ALCTS on cross-divisional committees or act as liaisons or representatives of ALCTS to other organizations. Individuals must be ALCTS members to sign petitions to establish ALCTS sections and interest groups or nominate candidates for offices in ALCTS.

Section 4. Membership Meeting.

A meeting of the ALCTS membership is held each year during the annual ALA conference at a time determined by the board of directors. Additional meetings, actual or virtual, may be called to conduct special business as authorized by the board of directors or by written petition of at least fifty members of ALCTS. In all matters of business in which a quorum is required, fifty members of ALCTS constitute a quorum.

Section 5. Membership year.

The membership year for ALCTS is twelve consecutive months, effective the first day of the month following receipt of dues payment.

Article V. Officers

Section 1. Titles.

The divisional officers of ALCTS are president, president-elect, and past-president. Three directors-at-large and a councilor are also elected to represent the membership on the ALCTS Board of Directors. Except as otherwise provided in the bylaws, the duties of the officers are such as are specified in the parliamentary authority adopted by ALCTS and such other duties as the board of directors may assign to the office.

Section 2. President.

The ALCTS president sees that the bylaws are observed by the officers and members of the board of directors and that the orders of the board are carried out. The president may recommend to the board any action deemed to be in the interest of ALCTS. Working closely with the ALCTS

executive director, the president submits an annual report to the ALCTS membership and other reports as required to the board of directors.

Section 3. President-elect and past president.

Individuals serving in these offices perform such duties as the board of directors may assign to the office.

Section 4. Councilor.

The councilor serves as the ALCTS representative to ALA Council. The councilor reports to the ALCTS Board of Directors on issues which affect ALCTS.

Section 5. Executive Director.

The ALCTS executive director is appointed by the ALA executive director with the concurrence of the ALCTS Board of Directors. In addition to the regular duties of this office, the executive director performs such duties as the board of directors may assign.

Article VI. Board of Directors

Section 1. Composition.

The ALCTS Board of Directors consists of the president, president-elect, immediate past president, the division councilor to the ALA Council, the chair of each section, ~~the chair of the Council of Regional Groups,~~ three directors-at-large, the chair of the Affiliate Relations Committee, the chair of the Budget and Finance Committee, the chair of the Organization and Bylaws Committee, the chair of the Planning Committee, the editor of the ALCTS Newsletter Online, and the ALCTS executive director.

Section 2. Executive Committee.

The executive committee of the board of directors consists of the president, president-elect, past-president, the ALCTS councilor, and the ALCTS executive director.

Section 3. Voting members.

The voting members of the board are the president, president-elect, past president, councilor, directors-at-large, section ~~and CRG~~ chairs, and the chairs of the Affiliate Relations Committee, the Budget and Finance Committee, the Organization and Bylaws Committee, and the Planning Committee. The editor of the ALCTS Newsletter Online and the ALCTS Executive Director are non-voting members of the board.

Section 4. Quorum.

The presence of a majority of voting members constitutes a quorum for the purpose of conducting business.

Section 5. Powers and duties.

The board of directors has authority over the affairs of ALCTS at all times. The annual budget and any other budgetary requests are subject to the approval of the board of directors. The board of directors performs such other duties as are specified in these bylaws, and reports upon its work at the regular meetings of ALCTS.

Section 6. Meetings.

The board of directors meets at each annual conference and midwinter meeting of ALA. Between annual and midwinter meetings, the board may conduct business via email, in virtual communities, or by other means of communication.

Section 7. Voting.

All issues or proposals brought to the board are presented by formal motion and decided by vote. Votes may be taken in person at meetings, by mail, or by electronic device, and all members of the board are canvassed by the same method simultaneously. Votes that are not taken in person must be confirmed at the next meeting. The president has authority to set a time limit within which the votes of its members are recorded. A proposal is considered to have passed or been defeated based on a simple majority of votes.

Section 8. Inactive members.

In case of continued failure of a director or member of the board of directors to attend meetings and participate in the deliberations and activities of the board, the body may, by vote of three-fourths of its members, declare the office of such member vacant.

Section 9. Rules of order.

The board of directors may adopt rules for the transaction of its business, provided they do not conflict with the ALCTS bylaws.

Article VII. Sections

Section 1. Establishment.

Any group of fifty or more ALCTS members with a common interest falling within the scope of ALCTS but distinct from that of any existing section may petition the ALCTS Board of Directors to be established as a section. The ALCTS Board of Directors, if it so chooses, may refer the petition to the ALCTS Organization and Bylaws Committee for review and recommendation before making its final decision. Each section shall select a name and formulate

a statement of purpose which shall be recorded in the ALCTS manual. The name and purpose of the section shall clearly indicate its field of activity.

Section 2. Membership.

ALCTS members may join as many sections as desired by designating on the ALA membership form the names of the sections they wish to join at the time they join ALA and ALCTS or renew their memberships.

Section 3. Rights and privileges.

Only personal members of a section have the right to vote for section officers or to hold office in that section.

Section 4. Relation to ALCTS.

a. Autonomy.

Each section defines its own functions, subject to the approval of the ALCTS Board, and manages its own affairs. No section, however, may adopt bylaws or other rules for the transaction of its business which are inconsistent with the ALCTS bylaws, or engage in any activity that conflicts with the program of ALCTS.

b. Representation on the Board of Directors.

The chair of each section is a voting member of the ALCTS Board of Directors. If a section chair is unable to attend a meeting of the board of directors, the chair-elect of that section will become the section voting member of the board of directors for that meeting. If the chair-elect of the section is unable to attend, the section chair must designate a substitute voting member from the executive committee of that section. In all cases, the section chair must communicate promptly with the ALCTS executive director regarding the substitution.

c. Jurisdiction.

The ALCTS Organization and Bylaws Committee decides conflicts between sections and rules upon the jurisdiction of each section, subject to the approval of the ALCTS Board of Directors.

d. Finance.

Each section may receive or solicit funds for appropriate programs and activities after receiving approval from the ALCTS Board or its committees with delegated authority for budget and fundraising.

Section 5. Officers.

The officers of each section are chair, chair-elect, immediate past-chair, and secretary. Except as otherwise provided in the ALCTS bylaws, the duties of the officers are specified in the parliamentary authority adopted by ALCTS and such other duties as each section executive committee may assign to the office.

a. Chair.

The chair of each section sees that the ALCTS and ALA bylaws are observed by the officers and members of the section executive committee and that the orders of the executive committee are carried out. The chair recommends to the executive committee any action deemed to be in the interest of the section. Working closely with the executive director, the chair submits an annual report on the section and other reports as required to the ALCTS Board of Directors.

b. Chair-elect and past-chair.

Individuals serving in these offices perform such duties as the Executive Committee may assign to the office.

c. Secretary.

The secretary records minutes of executive committee meetings and performs other duties as directed by the chair.

Section 6. Executive Committees.

Each section is governed by an executive committee consisting at minimum of the chair, chair-elect, immediate past chair of the section, secretary, from three to five members-at-large, and the ALCTS executive director.

a. Voting members.

All members vote, except the ALCTS executive director, who serves as ex-officio members. The presence of a majority of voting members constitutes a quorum for the purpose of conducting business.

b. Powers and duties.

The executive committee of each section has authority over the affairs of the section at all times.

c. Meetings.

Section executive committees meet at each annual conference and midwinter meeting of ALA. Rules for voting, quorums, and conducting business are the same as for the ALCTS Board of Directors.

Section 7. Changes in Name or Purpose.

Changes to the name or purpose of a section should be submitted by the section's executive committee to the ALCTS Organization and Bylaws Committee. Such changes become effective upon the approval of the ALCTS Board of Directors.

Section 8. Discontinuance.

A section may resolve to discontinue operations as a section. In such a case the executive committee of the section should inform the ALCTS Organization and Bylaws Committee of their decision. The Organization and Bylaws Committee conveys its recommendation to the ALCTS Board of Directors. The action becomes final upon approval by the board.

~~**Article VIII. Council of Regional Groups—**~~

~~**Section 1. Affiliate groups.**~~

~~Any state, regional, or other group with ten or more participants, which has a focus within the field of library collections and technical services, may be affiliated with ALCTS upon submission of a letter of application and approval by a majority vote of the ALCTS Board. The activities and bylaws, if applicable, of the petitioning group should not conflict with those of ALCTS.~~

~~**Section 2. Purpose of the Council.**~~

~~The Council of Regional Groups (CRG) promotes the activities of the affiliates by assisting them with information and advice for their programs and providing a forum for networking and sharing best practices and program ideas. In addition, CRG advises ALCTS about the interests and continuing education needs of the affiliates. Thus, CRG serves as a major communications medium between the affiliates and ALCTS and among the affiliates themselves, with a large focus on continuing education efforts.~~

~~**Section 3. Composition of the Council.**~~

~~The Council of Regional Groups (CRG) is composed of the chair, the chair elect, the past chair, the secretary, members of CRG committees, representatives from CRG to ALCTS committees and the ALA Chapter Relations Committee, and the chairs or substitute delegates of the groups affiliated with ALCTS.~~

~~**Section 4. Officers.**~~

~~The CRG officers are the chair, chair elect, immediate past chair, and secretary. Except as otherwise provided in the ALCTS bylaws, the duties of the officers are such as are specified in the parliamentary authority adopted by ALCTS and such other duties as the CRG Executive Committee may assign to the office.~~

~~**a. Chair.**~~

The chair sees that the bylaws are observed by the officers and members of the CRG Executive Committee and that the orders of the executive committee are carried out. The chair recommends to the executive committee any action deemed to be in the interest of CRG. Working closely with the ALCTS executive director, the chair submits an annual report on the CRG and other reports as required to the ALCTS Board of Directors.

~~b. Chair-elect and past chair.~~

~~Individuals serving in these offices perform such duties as the executive committee may assign to the office.~~

~~c. Secretary.~~

~~The secretary records minutes of executive committee and CRG meetings and performs other duties as directed by the chair.~~

~~Section 5. Executive Committee.~~

~~CRG is governed by an executive committee consisting of the chair, chair-elect, immediate past chair, secretary, chairs of the CRG committees and the ALCTS executive director.~~

~~a. Voting members.~~

~~All members vote, except for the ALCTS executive director who serves as an ex-officio member. The presence of a majority of voting members constitutes a quorum for the purpose of conducting business.~~

~~b. Powers and duties.~~

~~The executive committee has authority over the affairs of the CRG at all times. The executive committee performs such other duties as are specified in these bylaws, and reports upon its work at the regular meeting of the CRG.~~

~~Section 6. Meetings.~~

~~CRG meets at all regular meetings of ALA.~~

~~Section 7. Finance.~~

~~CRG may receive or solicit funds for appropriate programs and activities after receiving approval from the ALCTS Board or its committees with delegated authority for budget and fundraising.~~

~~Section 8. Discontinuance of Affiliation.~~

~~The affiliation of a group may be terminated when the group has become inactive or its purpose changes such that it no longer falls within the scope of ALCTS interests. A group may discontinue affiliation at its own request by notifying the CRG chair.~~

Article IXVIII. Nominations and Elections

Section 1. Terms of office.

All ALCTS division and section/~~CRG~~ officers serve until the adjournment of the annual conference at which their successors are announced.

a. President and section/~~CRG~~ chairs.

Individuals elected as ALCTS president or, section chair, ~~or CRG chair~~ serve for the first year after election as president-elect or chair-elect, the second year as president or chair, and the third year as immediate past president or past chair. These individuals are not eligible for re-election to the same office for a period of at least one year following completion of the three-year service.

b. Directors-at-large and section members-at-large.

Directors-at-large and section/~~CRG~~ members-at-large serve for three years. Within each group, elections are staggered to ensure continuity. Individuals in these offices are not eligible for re-election to consecutive terms.

c. Section ~~and CRG~~ secretaries.

Section ~~and CRG~~ secretaries serve for three years.

d. Councilor to ALA Council.

The councilor serves for three years and may be re-elected for one additional three-year term.

e. Executive Director.

The ALCTS executive director is appointed by the executive director of ALA, with concurrence of the ALCTS Board of Directors, and serves at the pleasure of the ALA executive director.

Section 2. Nominating Committees. ALCTS and, each of the sections, ~~and CRG~~ have their own nominating committees.

a. Composition.

The ALCTS nominating committee consists of 1) the immediate past-president of ALCTS, who serves as chair of the committee and; 2) the chair of each of sections' nominating committees, ~~and 3) the chair of the Council of Regional Group's nominating committee~~. Section

~~and CRG~~-nominating committees consist of a chair and two or more additional members, appointed by the section ~~or CRG~~-chair-elect.

b. Eligibility.

No current member of the ALCTS Board of Directors or any section ~~or CRG~~-executive committee may serve on a nominating committee. Members of the nominating committees, upon expiration of their terms, are not eligible for immediate reappointment.

c. Term of service.

Nominating committees are appointed for a one-year term.

Section 3. Nominations.

Each nominating committee presents at least two candidates for each office to be filled at the next election. In the event that any committee is unable to submit a full slate of candidates, the chair should inform the ALCTS executive director. Section ~~and CRG~~-committees should also inform their respective executive committees.

Section ~~and CRG~~-committees present their nominations to their respective executive committees for approval. All committees report their nominations to the ALCTS executive director. Other nominations for elected offices may be submitted in writing to the ALCTS executive director by any group of ten or more members. All nominations submitted in this manner are filed by the ALCTS executive director and/or chair of the section or ~~CRG~~-where applicable and are included on the official ballot.

The chair of the division nominating committee presents the full slate of candidates—including both division and section offices—to the ALCTS Board of Directors by the ALA Midwinter Meeting for its approval.

Section 4. Selection and eligibility of candidates.

Candidates for offices at the division level should be selected in such manner as to assure as broad a representation as possible of different types and sizes of libraries, types of service, and geographic distribution of the membership. No candidate may be presented for any office whose written consent has not been filed with the ALCTS executive director. No candidate may be presented who at the time of the nomination is not a personal member in good standing.

Section 5. Elections.

Elections are held by mail or electronic ballot in accordance with current ALA policy and procedure and as is prescribed by the ALA bylaws. Candidates receiving a plurality of the votes cast are elected and will be so reported at the next regular meeting and in an official ALCTS publication. In case of a tie vote, the ALA Election Committee decides the election by lot. Members are notified of election results by mail or electronic communication.

Article IX. Vacancies

Section 1. Board of Directors

a. President.

A vacancy in the office of president will be filled for the remainder of the term by the president-elect. The president-elect will serve his or her normal term as president the following year.

b. President-elect.

When a vacancy occurs in the office of president-elect, the ALCTS Board appoints an individual to serve in that office until the next regular election. At that time two candidates will be elected, one to assume the office of president for one year following the annual meeting and serve a second year as immediate past president, the other to serve as president-elect in the normal pattern.

c. President and president-elect together.

If the offices of both president and president-elect become vacant within the same year, the board of directors appoints one of the directors-at-large to act as interim president until the next election is held. Following the election of a new president and president-elect, the director-at-large returns to his or her position on the board if the term has not expired.

d. Past-president.

If the office of the past-president becomes vacant, it remains vacant until the next past-president takes office.

Other offices. If a vacancy occurs in any other elected office, the board of directors appoints an individual to serve until the normal term for that office expires and a successor is elected.

Section 2. ~~Section and CRG~~ Officers.

a. Chair.

A vacancy in the office of chair will be filled for the remainder of the term by the chair-elect. The chair-elect will serve his or her normal term as chair the following year.

b. Chair-elect.

When a vacancy occurs in the office of chair-elect, the executive committee appoints an individual to serve in that office until the next regular election. At that time two candidates will be elected, one to take the office of chair for one year following the annual meeting and serve a second year as immediate past chair, the other to serve as chair-elect in the normal pattern.

c. Chair and chair-elect together.

If the offices of both chair and chair-elect become vacant within the same year, the section executive committee selects one of its members-at-large to act as interim chair until the next election is held. Following the election of a new chair and chair-elect, the member-at-large returns to his or her position on the executive committee if the term has not expired.

d. Past-chair.

If the office of the past-chair becomes vacant, it remains vacant until the next past-chair takes office.

e. Other offices.

If a vacancy occurs in any other elected office on the section executive committee, the committee appoints an individual to serve until the normal term for that office expires and a successor is elected.

Section 3. Withdrawal before Assuming Office.

In the event that a candidate for election withdraws from candidacy in the period between the mailing of ballots and the beginning of the new term of office, and the candidate is successful in the election, the resulting situation is considered as a vacancy having occurred during the term for which that candidate was elected.

Article XI. Committees

Section 1. Establishment.

The ALCTS Board of Directors may establish standing or special committees to consider affairs of the division that require attention by members. Section executive committees may also establish such groups to consider affairs of their sections.

Section 2. Composition.

Unless otherwise provided for by action of the ALCTS Board of Directors or a section ~~or CRG~~ executive committee, each committee is composed of an odd number of at least three members. Each member of the committee must be a member of ALCTS in good standing. Membership may include virtual members who participate by electronic means only and are not required to attend meetings in person. It may also include interns.

Section 3. Appointment.

Unless otherwise provided for by these bylaws or the ALCTS Board of Directors, each member or intern of a division committee is appointed by the president-elect under whose term of office

as president the member begins service. Members or interns of section ~~or CRG~~ committees are appointed by the chair-elect of the section under whose term of office as chair the member begins service.

Section 4. Terms of appointment.

Unless otherwise provided for by the ALCTS Board of Directors or a section ~~CRG~~ executive committee, members of standing committees are appointed for terms of two years. Members may be appointed for a second term, but in no case may a person serve on a committee for more than four consecutive years. Appointments to standing committees should be staggered so that the terms of approximately one-half of the members expire each year. When a new committee is created, one half of the members receive three year non-renewable appointments so that a pattern of staggered appointments may be put in place for future members. Interns are appointed for a one-year term, which is renewable for a second year. Interns are also eligible for appointment as full committee members when the internship expires.

Section 5. Review.

Each committee is reviewed on a regular schedule to ensure the committee's continued relevance and success in forwarding the mission and priorities of ALCTS. Divisional committees are reviewed by the ALCTS Organization and Bylaws Committee. Section ~~and CRG~~ committees are reviewed as authorized by their respective executive committees.

Section 6. Intersectional and interdivisional committees.

Committees formed by two or more sections within ALCTS and other intra-ALCTS committees may be established as needed with notification to the ALCTS Organization and Bylaws Committee. The ALCTS Board of Directors may recommend to the ALA Committee on Organization the creation of interdivisional committees and other committees formed with ALA units outside of ALCTS provided they meet the provision of Article VII, Section 4, of the ALA bylaws.

Section 7. Joint committees.

The ALCTS Board of Directors may recommend to the ALA Committee on Organization the creation of committees jointly formed with external organizations, where the functions of the proposed committee cannot appropriately be delegated to a single ALCTS committee. Joint committees with organizations outside ALA are established as provided for in the ALA Bylaws Article VIII, Section 5 (b). The ALCTS Board of Directors may authorize ALCTS representation in joint committees with outside organizations with the approval of the ALA Committee on Organization.

Section 8. Notification.

The ALCTS executive director publishes annually a complete list of existing committees, together with their functions and membership, for the information of the ALCTS members. The

ALCTS Organization and Bylaws Committee reports results of division committee reviews to the ALCTS Board of Directors. The secretary of each section ~~or CRG~~ informs the ALCTS executive director and the ALCTS Organization and Bylaws chair of the establishment of any new committees as well as the discontinuance or change of name or function of any existing committees of the section.

Section 9. Voting.

Committee votes may be taken formally in person at meetings or by electronic device. Votes may also be taken informally when appropriate to the issue. The majority of voting members constitutes a quorum for voting.

Section 10. Finance.

Committees may receive or solicit funds for appropriate programs and activities after receiving approval from the ALCTS Board or its committees with delegated authority for budget and fundraising

Section 11. Reports.

Unless otherwise specified in these bylaws, or in the act authorizing a committee, each committee reports on its work at least once a year. Committees transmit their reports to the ALCTS executive director after each ALA meeting.

Section 12. Vacancies and inactive members.

Vacancies on division committees are filled by the ALCTS president. Vacancies on section ~~or CRG~~ committees are filled by the section/~~CRG~~ chair. In case of continued failure of a member to attend meetings and participate in the activities of a committee, the committee chair may recommend that the member's position be handled as a vacancy.

Section 13. Discontinuance.

Each committee continues in existence until its usefulness has ceased, at which time it is dissolved by action of the ALCTS Board of Directors or the section/~~CRG~~ executive committee which created it. The ALCTS Organization and Bylaws Committee may recommend continuation or dissolution of divisional committees in its reports to the ALCTS Board following committee reviews.

Article XI. Interest Groups

Section 1. Establishment.

Any group of ALCTS members with a common interest that falls within the scope of ALCTS may petition to form a division or, section, ~~or CRG~~ interest group, subject to approval by the

board of directors or section ~~CRG~~ executive committee. The written petition should include the purpose of the group and the requirements for membership, if any, and the signature of ten or more ALCTS members in good standing. An interest group may join with one or more other ALA units to form a joint interest group with approval of the ALCTS Board of Directors.

Section 2. Membership.

Membership is open to members of ALCTS who are interested in the purpose of the group and who fulfill the requirements for membership, if any, in the group.

Section 3. Officers.

Each group elects a chair annually, and may elect other officers as required to carry out the business of the group. The chair coordinates the overall activities of the group, presides at meetings and is responsible for reporting group activities to the ALCTS executive director.

Section 4. Reports.

Interest groups report on their activities following each meeting of the group. Interest groups transmit their reports to the ALCTS executive director.

Section 5. Renewal or Discontinuance.

Interest groups must petition for renewal on a regular basis. Section ~~or CRG~~ interest groups submit their petitions to the respective executive committee or its designated body. Division groups submit their petitions to the ALCTS Organization and Bylaws Committee. Final approval is given by the ALCTS Board of Directors upon recommendation by the Organization and Bylaws Committee or any of the section ~~CRG~~ executive committees. The Organization and Bylaws Committee or the section executive committees may recommend at any time that an interest group be discontinued if the group fails to hold regular meetings, maintain continuous leadership, or petition for renewal at the appropriate time.

Article XII. Affiliate Groups

Section 1. Affiliate groups.

Any state, regional, or other group with ten or more participants, which has a focus within the field of library collections and technical services, may be affiliated with ALCTS upon submission of a letter of application and approval by a majority vote of the ALCTS Board. The activities and bylaws, if applicable, of the petitioning group should not conflict with those of ALCTS.

Section 2. Affiliate Relations.

ALCTS promotes the activities of the affiliates by assisting them with information and advice for their programs and providing a forum for networking and sharing best practices and program ideas. In addition, ALCTS gathers information about the interests and continuing education needs of the affiliates. ALCTS may appoint a committee to carry out this function.

Section 3. Discontinuance of affiliation.

The affiliation of a group may be terminated when the group has become inactive or its purpose changes such that it no longer falls within the scope of ALCTS interests. A group may discontinue affiliation at its own request by notifying the ALCTS Board of Directors.

Article XIII. Representation in Outside Organizations.

Representation of ALCTS or any of its units in organizations outside ALA must be approved by the ALCTS Board of Directors.

Article XIV. Publications

Section 1. Authorization.

Publications require authorization by the ALCTS Board of Directors. The ALCTS Board determines the policy and manner of distribution for ALCTS publications and exercises financial control over them.

Section 2. Right of refusal.

ALCTS claims the right of first refusal for publication of any work emanating from an ALCTS body or program.

Section 3. Editors.

The editors of the ALCTS continuing publications are each appointed by the ALCTS Board of Directors for a term to be determined by the board and renewable at its discretion.

Article XV. Written Notice

In all cases where written notification is required by the bylaws, notification by email or other electronic means will be accepted as satisfying the requirement. Notices published in ALCTS or ALA newsletters or journals are also considered sufficient to fulfill the requirement of written notice.

Article XVI. Parliamentary Authority

ALCTS is governed by the parliamentary authority that governs ALA, currently *Sturgis Standard Code of Parliamentary Procedure*, in its latest edition, except when it is inconsistent with the ALA Constitution and Bylaws, these ALCTS Bylaws, or ALA or ALCTS special rules of order.

Article XVII. Amendments to Bylaws

Section 1. Proposals.

Amendments to the bylaws may be proposed by the ALCTS Board of Directors, or submitted in writing to the board by any ALCTS division level committee, by the governing body of any section of ALCTS, or by petition signed by ten ALCTS members.

Section 2. Approval and Voting.

Following approval by the ALCTS Board of Directors, all amendments must be submitted to the ALCTS membership for a vote. The board fixes the time for the opening and closing of balloting, which shall be no less than thirty days apart. Voting may be conducted by mail or electronic device. Written notice of the text of the amendment or new bylaw must accompany the ballot.

Section 3. Adoption.

An amendment becomes effective at the end of the annual conference after approval by the ALCTS Board of Directors followed by ratification by a majority of ALCTS members voting by mail or electronic device.