

**Adopted July 2, 1980 N.Y.**  
**Amended June 30, 1981 S.F.**  
**Amended June 28, 1987 S.F.**  
**Amended June 24, 1990 Chicago**  
**Amended July 7, 1994 New York**  
**Amended June 17, 2001 S.F.**  
**Amended August 20, 2010**  
**Amended August 10, 2012**  
**Amended August 21, 2014**

## **CONSTITUTION**

### **ARTICLE I. NAME**

The name of this organization shall be Asian/Pacific American Librarians Association, hereafter referred to as APALA. The organization will be incorporated in the state of Illinois.

### **ARTICLE II. PURPOSE**

The purpose of this organization shall be:

1. To provide a forum for discussing problems and concerns of Asian/Pacific American librarians.
2. To provide a forum for the exchange of ideas by Asian/Pacific American librarians and other librarians.
3. To support and encourage library services to Asian/Pacific American communities.
4. To recruit and support Asian/Pacific American librarians in the library/information science professions.
5. To seek funding for scholarships in library/information science programs for Asian/Pacific Americans.
6. To provide a vehicle whereby Asian/Pacific American librarians can cooperate with other associations and organizations having similar or allied interests.
7. To assist and support the Asian/Pacific American librarian's ethnic affiliates and allied organizations on initiatives, resolutions, statements and strategic goals with the mission of diversity.

### **ARTICLE III. REPRESENTATION**

In all of the activities of this organization, including the nominations of officers and in committee assignments, every genuine effort will be made for geographic representation as well as participation of members representing the various Asian/Pacific ethnic groups.

### **ARTICLE IV. MEMBERSHIP**

Membership shall be open to all librarians/information specialists of Asian/Pacific descent working in the United States libraries/information centers and other such related organizations and to others who

support the goals and purposes of APALA. Asian/Pacific Americans are defined as those who consider themselves Asian/Pacific Americans. They may be Americans of Asian/Pacific descent, or Asian/Pacific people with the status of permanent residency, or Asian/Pacific people living in the United States.

**ARTICLE V. EXECUTIVE BOARD**

SECTION 1. The Executive Board: The Executive Board shall consist of the President, Vice-President/President-Elect, Secretary, Treasurer, Members-at-Large (4), Immediate Past President, and Executive Director (ex officio).

SECTION 2. Management: The Executive Board shall serve as the management board of the Asian/Pacific American Librarians Association. As the decision-making body, it shall act for the Association in the administration of established policies and programs. It shall report on its activities not later than the next meeting of the association.

SECTION 3. Duties and terms of the officers of the Executive Board are those set forth in the Bylaws.

SECTION 4. A majority shall constitute a quorum of the Executive Board.

**ARTICLE VI. AMENDMENTS**

The constitution of APALA may be amended as provided in the Bylaws.

**BYLAWS**

**ARTICLE I. MEMBERSHIP DUES**

SECTION 1. Membership dues shall be paid annually, on a graduated scale for regular members, students/unemployed members, and organizations.

SECTION 2. The Executive Board may review the membership dues from time to time, and may place before the Annual General Meeting the question of changes of such dues. Final approval of such changes of dues shall be determined by a simple majority of members present at the annual General Meeting.

SECTION 3. Only paid members shall have the rights and privileges of voting and holding office. Organization shall have one vote.

**ARTICLE II. OFFICERS AND DUTIES**

SECTION 1. The officers of this organization shall be:

(a) President (serves one year, then automatically serves as Immediate Past President the following year)

- (b) Vice-President/President-Elect (serves one year, then automatically serves as President the following year)
- (c) Secretary (serves a two-year term)
- (d) Treasurer (serves a two-year term)
- (e) Four elected Members-at-Large (serving two-year terms with two Members-at Large elected every other year to provide continuity.)
- (f) Immediate Past President (serves one year)

SECTION 2. The President shall:

- (a) Preside at all meetings of APALA, be an ex-officio member of all committees except the Nominations committee, and be empowered to fill all vacancies by appointment in consultation with the Executive Board.
- (b) Manage all the activities of APALA, as well as the coordination and direction of such activities.
- (c) Co-sign with the Treasurer on financial accounts of APALA, as well as exercise authority to appropriate funds and control the expenses.
- (d) Present annual budget and report to the General Meeting and be the spokesperson, representative, and correspondent for APALA in its external activities.
- (e) Appoint the chairs and members of APALA committees, as well representatives of the association to serve on external bodies.

SECTION 3. The Vice-President/President Elect shall:

- (a) Perform the duties of the President during his/her absence and shall fill the office of President should it become vacant before the next election. The Vice-President shall assume the duties of the President the next year following his/her term as Vice-President.
- (b) Assist the President in accomplishing the purposes of APALA.
- (c) Chair the Program Committee and plan annual program of APALA.

SECTION 4. The Secretary shall:

- (a) Prepare the agenda and notify the members of the Executive Committee and general members of forthcoming meetings fifteen (15) days prior to the date of such meeting.
- (b) Prepare and make the correspondence of APALA. Respond to correspondence of APALA in consultation with the President and maintain files of the current year.
- (c) Maintain a list of members and volunteers for various functions of APALA.
- (d) Make sure that minutes of the Executive Committee and General Meetings are maintained properly.
- (e) Perform all duties incidental to the office of the General Secretary and as such other duties as assigned by the Executive Board.
- (f) In absence of the President and Vice-President, the General Secretary will preside over the Executive Board.
- (g) In coordination with the Chair of the Membership Committee, shall maintain a current membership list of paid and non-paid members.

SECTION 5. The Treasurer shall:

- (a) Maintain an accurate accounting of all receipts and disbursement and make semi-annual status reports after they have been reviewed by the Finance and Fundraising Committee.

- (b) Make disbursements only upon the order of the APALA President.
- (c) Deposit all monies received in the name of APALA at a bank or savings and loan institution.
- (d) Have the authority to handle financial matters of \$300 or less, while checks greater than \$300 would require the signature of the Executive Director.

SECTION 6. The Members at Large shall:

- (a) Perform all such duties as assigned to him/her by the Executive Board.
- (b) Aid the Executive Board in the execution of its duties.

SECTION 7. Immediate Past President shall:

- (a) Act as a consultant and resource person to the President and Vice-President in matters appropriate to their offices.
- (b) Serve on the Fundraising Committee and any other committee as ex-officio as appointed by the President.

### **ARTICLE III. EXECUTIVE DIRECTOR**

SECTION 1. The position of Executive Director of Asian/Pacific American Librarians Association is appointed by the President in consultation with the Vice-President/President-Elect and approved by the Executive Board. This is an unpaid position.

SECTION 2. The Executive Director is an ex-officio member of the Executive Board.

SECTION 3. The Executive Director reports to the President of APALA.

SECTION 4. The Executive Director is appointed for a three-year term. The Executive Director may be reappointed for consecutive terms with a maximum of three terms. The person who has served three consecutive terms could be considered for the position again after one complete term has been served by different person.

SECTION 5. The duties of the Executive Director will include:

- (a) Acting as the chief administrative officer of APALA.
- (b) Maintaining APALA's office records.
- (c) Assisting the President and other elected and appointed officials of APALA in carrying out their responsibilities as described in the Constitution and Bylaws and APALA policy manual.
- (d) Signing all contracts and legal documents as co-signatory with the APALA President.
- (e) Serving as a liaison officer with the American Library Association, its offices and affiliates and with other organizations.
- (f) Overseeing bank accounts with the Treasurer as co-signatory.
- (g) Performing other duties as prescribed by the President or Executive Board.
- (h) Providing members and others with information as requested by the President and the Executive Board.

SECTION 6. In case the Executive Director does not perform to the satisfaction of the President or Executive Board, the Executive Board can take final action to remove the Executive Director.

#### **ARTICLE IV. COMMITTEES**

SECTION 1. The following shall constitute Standing Committees of the organization:

- a) Constitution and Bylaws
- b) Family Literacy Focus
- c) Finance and Fundraising
- d) Literary Awards
- e) Membership
- f) Mentoring
- g) Newsletter and Publications
- h) Nominations
- i) Program Planning
- j) Publicity
- k) Scholarships and Awards
- l) Web

Special committees or task forces that will support the goals and purposes of the organization can be appointed by the Executive Board. The life of a special committee or task force shall be limited to one year unless the Executive Board otherwise provides.

SECTION 2. Each committee shall consist of at least three (3) members. All paid APALA members can volunteer or be nominated to serve on a committee. Appointments to committees will be made by the President in consultation with the Executive Board.

SECTION 3. Standing Committee members shall serve one (1) year terms and be eligible for reappointment.

SECTION 4. The Program Committee shall be responsible for planning the annual conference program. The Finance Committee shall review all financial matters and the Awards Committee shall handle the selection of the "Awardee of the Year."

SECTION 5. The duties of the other Standing Committees, Special Committees, and Task Forces shall be assigned by the Executive Board.

#### **ARTICLE V. CHAPTERS**

SECTION 1. Ten (10) or more members can form a chapter for ease of communication, so that librarians in one local area can discuss and act on mutual problems and interests, with the approval of the Executive Board.

SECTION 2. A chapter Chairperson, elected by chapter membership, will call all meetings.

SECTION 3. Chapters can meet on their own as needed.

SECTION 4. The chapter may, by a majority vote, impose dues as it deems necessary in addition to APALA membership dues.

SECTION 5. The chapter may draw up its own Bylaws, providing that there is no conflict with the APALA Constitution/Bylaws. The existence of such a conflict shall be determined by the Executive Board.

SECTION 6. The chapter news shall be included in the APALA newsletter.

## **ARTICLE VI. ELECTIONS AND RECALL OF OFFICERS**

SECTION 1. A Nominations Committee of three (3) past presidents of APALA shall nominate annually candidates for the office of Vice-President/President Elect, Secretary, and Treasurer, as well as two member-at-large of the Executive Board. The immediate past president shall serve as chair of the committee while two members shall be appointed by the president by the time of the ALA Midwinter Meeting. If the immediate past president cannot serve, the president shall appoint the chair.

SECTION 2. Officers shall be elected by ballots sent to the entire APALA membership. The start of the election will coincide with the start of ALA elections. The person receiving the largest number of the votes for each office shall take office immediately following the ALA Annual Conference.

SECTION 3. Proceedings for recall of the President, Vice-President/President-Elect, Secretary, Treasurer or member-at-large of the Executive Board may be originated by a petition of twenty (20) percent of the membership or at least 20 members of APALA and a special meeting called to hear arguments of the parties concerned. A summary transcript of the entire proceedings shall be sent to every member together with a secret ballot. Recall shall take place if two-thirds (2/3) of the current paid membership approve by mail vote.

## **ARTICLE VII. MEETINGS**

SECTION 1. An annual membership meeting shall be held in conjunction with the ALA Annual Conference. Membership meetings may be called in connection with the ALA Midwinter Meeting as decided by the Executive Board. Notices of the general membership meetings shall be distributed to the entire membership.

SECTION 2. Decisions shall be made on the basis of simple majority vote of paid members in attendance unless otherwise stated in these Bylaws. Each APALA member has one vote.

SECTION 3. The Executive Board shall have a regular meeting to be announced in the APALA newsletter. It shall be open to all APALA members.

## **ARTICLE VIII. NAME OF SPONSORSHIP**

SECTION 1. All project plans or proposals must be submitted to the Publicity and Program Committee for review and recommendation. Final approval of the Executive Board is required before any action and/or implementation is taken with the APALA name used for endorsement.

#### **ARTICLE IX. Books, Records, Official Address, and Audit**

SECTION 1. Books and Records: The records of APALA shall consist of its Articles of Incorporation, bylaws, and amendments thereto, minutes of all general, executive board, and special meetings, register of members, financial documents, inventories and such other records.

SECTION 2: Audit of accounts: Before the closing of every fiscal year, the Finance and Fundraising Committee members of APALA shall audit the books of account, to be presented by the Treasurer to the annual general meeting of the members.

SECTION 4. All records of APALA shall be open to all office bearers; and by advance approval of at least one elected office bearer, to any member subject to allotment of reasonable time and place of examination.

#### **ARTICLE X. AMENDMENTS**

SECTION 1. The Constitution/Bylaws Committee shall prepare and present amendments to the membership at the annual meeting. Members shall be notified of proposed amendments through the APALA Newsletter.

SECTION 2. Constitution/Bylaws of APALA may be amended by ballots mailed to the entire APALA membership within four weeks after its discussion at the membership meeting. A proposed amendment shall be approved by a two-thirds (2/3) vote of the returned mail ballots.

#### **ARTICLE XI. DISSOLUTION**

In the event of dissolution of the Association, the Officers of the Association, with the approval of general membership, shall after paying or making provisions for the payment of all liabilities of the Association, dispose of all the assets of the Association exclusively for the purpose of the Association, in such a manner or to such organization or organizations organized and operated exclusively for professional, charitable, cultural, or scientific purposes as shall at the time qualify as a tax-exempt organization under the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law.

#### **ARTICLE XII. PARLIAMENTARY AUTHORITY**

SECTION 1. Robert's Rules of Order, Revised, shall be the parliamentary authority of this organization.

**ARTICLE XIII. IMPLEMENTATION**

SECTION 1. This document shall become effective when adopted by a two-thirds (2/3) vote of members.