

The Library Administrator's Conference of Northern Illinois INC. Bylaws

ARTICLE I. NAME

Section 1. The name of this organization shall be Library Administrator's Conference of Northern Illinois (LACONI)

ARTICLE II. PURPOSE

Section 1. LACONI is a non-profit corporation and shall operate exclusively for educational and charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

ARTICLE III. MEMBERSHIP

Section 1. *LACONI Membership.* Membership in LACONI is by institution, or in the case of a school, by school district.

Section 2. *Geographic Regions.* LACONI serves the Reaching Across Illinois Library System (RAILS) area.

Section 3. *Dues.* Dues for membership shall be set by the officers and members of the LACONI Governing Board. No prorated membership fee is allowed. Dues will be collected by the LACONI Governing Board no later than November 1 annually.

Section 4. *Rights and Privileges.* Individuals from membership libraries shall have the right to vote, participate in committee/task force work, petition, and hold office.

Section 5. *Unpaid dues.* Institutional members whose dues are unpaid upon the expiration date of their membership year and who shall continue such delinquency for two months after notice of the same has been sent, shall be dropped from membership. Lapsed membership shall be reinstated upon payment of dues for the current membership year.

ARTICLE IV. MEETINGS

Section 1. *All Sections Membership Meeting.* There shall be an annual business meeting of LACONI at such a place and time as may be determined by the LACONI Governing Board.

Section 2. *Special Meetings.* Special meetings of LACONI may be called by the Governing Board. Written notice of the time and place of special meetings shall be given to all LACONI members

at least three weeks prior to the meeting, and only business mentioned in the call shall be transacted.

ARTICLE V. LACONI GOVERNING BOARD

Section 1.

- a. The LACONI Governing Board shall be the governing body of the organization.
- b. The LACONI Governing Board shall determine all policies of the organization, and its decisions shall be binding.

Section 2. The LACONI Governing Board consists of at least one or two representative(s) from each LACONI Section. Members may only represent one LACONI Section. In case of a Board vacancy, the section without representation will select a new Board member to complete the existing term.

Section 3. Schedule of section representation appointments. Every other year, sections will appoint one new board member to the Governing Board. In even years Reference and Adult Services Section, Youth Services Section, Managers and Administrators Section will be appointed. In odd years Outreach, Programs & Promotions Section, Technical Services Section, Technology Section, and Circulation Services Section will be appointed.

Section 4. Governing Board members must be members of a LACONI section at the time they join the board.

Section 5. Representation from 5 of the 8 sections represents a quorum.

ARTICLE VI. OFFICERS AND BOARD MEMBERS

Section 1. The officers of LACONI Governing Board shall be President, President-Elect, a Secretary, and a Treasurer. The Vice President and the Treasurer shall be elected as provided for in the bylaws, the vice President for a term of one year and the Secretary and Treasurer for a term of three years.

Section 2. *Vacancy.*

- a. *President-Elect.* When a vacancy occurs in the office of President-Elect, or when an elected incoming President withdraws or is unable to serve before the assumption of office, the LACONI Governing Board shall appoint an individual to service in such office.
- b. *Treasurer.* When a vacancy occurs in the office of Treasurer, or when an elected incoming Treasurer withdraws or is unable to serve before the assumption of office then the LACONI Governing Board shall appoint an individual to serve in such office. The position of Treasurer shall be filled by regular election at the next election.

Section 3. *Duties of Officers.* The President, Vice President, Secretary, and Treasurer shall perform the duties pertaining to their respective offices and such other duties as may be approved by the LACONI Governing Board. The President-Elect shall serve the first year after election as Vice-President, the second year as President, and the third year as immediate Past President. The LACONI Governing Board President shall report annually to LACONI membership.

Section 4. *Appointments.* The LACONI Governing Board shall appoint members to special task forces or committees for the organization.

Section 5. *Terms of Office.*

The terms of office of Board members shall be two years and not more than two consecutive terms.

The term of office for President is one year commencing at the beginning of January.

The term of office for the President-elect is one year commencing at the beginning of January.

The term of office for the Secretary is two years commencing at the beginning of January.

The term of office for the Treasurer is three years commencing at the beginning of January. A new Treasurer serves the first year of their term concurrent with the final year of the exiting Treasurer, so that the transition year will have Treasurer and Treasurer-in-training.

ARTICLE VII. SECTIONS

Section 1. The LACONI Governing Board may establish sections under the following conditions:

- a. The LACONI Governing Board may authorize the organization of a new section of any group not less than 10 members of the association who are interested in the same field of librarianship, upon petition of such group.
- b. The LACONI Governing Board by a vote of two consecutive meetings may discontinue a section when, in the opinion of the Board, the usefulness of the section has ceased and membership has fallen below four.

Section 2.

- a. The purpose of a section is to promote library service and librarianship within and for a particular type-of-library or as it relates to a particular type-of-library activity, and to cooperate in the promotion of general and joint enterprises within LACONI and with other library groups. Each section shall represent a field of activity and responsibility clearly distinct from that of other sections.
- b. A section shall have authority to act for LACONI as a whole on any matter determined by the Governing Board to be the responsibility of the section.

Section 3.

- a. Each section shall be organized under a board of officers with overlapping terms and with authority to make decisions between meetings of the section.
- b. Each section may establish committees and other subordinate units as may be required to discharge properly the responsibilities assigned to it.

Section 4. No section shall incur expenses on behalf of LACONI except as authorized, nor shall any section commit LACONI by any declaration of policy, except as provided in section 2(b) of this Article.

Section 5. A section may: issue publications; hold meetings; organize sections; create and facilitate workshops; appoint committees to function within the field of its activities; in general, carry on activities along the lines of its interests.

Section 6. Each section shall be governed by the provisions of the Bylaws of LACONI to the extent to which they are applicable. To guide the officers and members in conducting the affairs of a section which are peculiar to itself, the section shall adopt a constitution and/or bylaws which shall not be in conflict with those of LACONI. Such documents shall provide appropriate rules governing the holding of meetings, the constitution of a quorum, the conduct of nominations and elections, the establishment and appointment of committees, the procedure for their own amendment.

ARTICLE VIII. TASK FORCES

Section 1. Establishment of task forces

- a. In order to carry out the business of LACONI, the Governing Board shall establish special committees.
- b. The Governing Board shall determine a name, size, composition, and charge for each such committee.
 - a. The life of a committee shall be limited to purposefulness.

Section 2.

- a. The Governing Board shall designate a Governing Board Director as chair of each committee.
- b. Taskforce members may also include people with the necessary expertise who are not current LACONI section members.

Section 4. Votes in the LACONI Governing Board, committees, and task forces may be taken by mail, electronic system, or conference call, provided that all members are canvassed simultaneously. A majority vote, provided a quorum has participated, shall be required for passage of any measure voted on by these means. Each of these bodies shall have the authority to set a time limit within which the votes of its members shall be recorded, but if no such time limit is set, no vote shall be counted unless received within 30 days from the day the text of the matter voted upon was properly mailed or distributed to those entitled to vote on the matter involved.

Section 5. No committee shall incur expense on behalf of LACONI except as authorized, nor shall any committee commit LACONI by any declaration of policy.

ARTICLE IX. FINANCES

Section 1. Contracts

All contracts on behalf of the Board shall be signed by the President and attested by the Secretary, when the subject contract is properly authorized and directed. The Board may, with recitation of the special or emergency circumstances warranting its action, authorize any officer or officers (other than the President and/or Secretary) to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Board.

Section 2. Financial Coordinator

- a. To best operate from a position of financial strength, the LACONI organization has established that a financial coordinator be contracted to perform necessary accounting duties during the fiscal year.
- b. The financial coordinator will be selected by, and report to, the Governing Board. All authority for the engagement and dismissal of this consultant role lies with the board. Decisions made regarding this role must be put to a vote and approved by a majority of Governing Board members when a quorum is present.
- c. The financial coordinator will be paid an annual stipend to be paid at the conclusion of each quarter of the fiscal year.
- d. The financial coordinator is not an employee and therefore is not entitled to overtime compensation, health care, or other benefits.

Section 3. Banking and Authorized Signers

- a. All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Board, shall be signed (a) by the LACONI Financial Coordinator, or (b) by the Treasurer or President if the recipient of the check is the Financial Coordinator.
- b. The Board may, by resolution, vary the number and identity of the official signatories on any account established by the Board.
- c. No individual section member of LACONI will have banking authorization or check signing capabilities. All expenditures and reimbursements must be requested through the procedures established by the Governing Board.
- d. At the discretion of the Governing Board, a debit card may be issued to the Treasurer.

Section 4. Program Fee Structure

- a. The Governing Board will determine the fee structure for LACONI programs in consultation with the Treasurer and Financial Coordinator.

Section 5. Financial Liability

No trustee, committee, officer, or employee shall be authorized to create any financial liability on behalf of LACONI without the prior written approval and authorization by the Governing Board.

Section 6. Gifts and In-Kind Compensation

- a. No trustee, committee, officer, or employee shall be authorized to purchase gifts for individual members of LACONI.

- b. The Governing Board will set the maximum allowance for complimentary admissions for LACONI programs, set annually with fee structure

Section 7. Year End Audit

- a. At the close of the fiscal year the Board shall appoint between 2 - 3 members of the Governing Board to perform an audit of the accounts.
- b. Said audit should be complete within 90 days of the close of the fiscal year.
- c. A written report shall be signed and submitted to the Governing Board by the audit committee disclosing any inaccuracies discovered in the audit process.

ARTICLE X. BYLAW AMENDMENTS

Section 1. All proposals for amending the Bylaws shall originate in the sections governance. A proposed amendment shall become effective when it has been approved by the Governing Board. At least one month's written notice shall be given to the sections of the text of the proposed amendment prior to board vote.

Adopted 9/15/2020