

**POLICIES HANDBOOK:  
CONSTITUTION, BYLAWS, AND POLICIES COMMITTEE**

**A. SCOPE OF RESPONSIBILITIES**

1. The Committee:
  - a. conducts an annual review of the NDLA Constitution and Bylaws, and recommends amendments to the Executive Board;
  - b. instructs relevant parties to review policies handbooks and suggest appropriate revisions; reviews these revisions and submits them to the Executive Board for approval;
  - c. reviews upon request Section and Roundtable bylaws amendments for conformity with the NDLA Constitution and Bylaws and submits them to the Executive Board for approval;
  - d. sends updated documents to the Webmaster for posting to the NDLA website and notifies appropriate parties of proposed or enacted amendments/revisions;
  - e. sends superseded documents to the Archivist;
  - e. reviews petitions by the membership;
  - f. works with the Nominations, Elections and Voting Committee to conduct ballots for any constitutional and bylaws changes.

**B. MEMBERSHIP**

1. The chair of the Committee is appointed for a one-year term by the presiding NDLA president and the Executive Board approves the appointment.
2. The chair assembles a committee composed of 3-5 members who represent different library types (when possible.)
3. The chair may invite a member of the Executive Board to the Committee.
4. For consistency it is suggested that a current member of the Committee be asked to serve as chair the following year.
5. The chair is a non-voting member of the Executive Board.

**C. PROCEDURES**

- 1. North Dakota Library Association Constitution and Bylaws**

a. The Committee performs an annual review of the NDLA Constitution and Bylaws.

b. The Committee reviews petitions presented by the membership and amendments suggested by the Executive Board.

c. Proposed amendments are submitted to the Executive Board for approval.

d. Proposed amendments approved by the Executive Board are to be distributed to the membership and voted on.

d. If Constitutional/Bylaws amendments are passed by the membership:

1) changes are incorporated into the existing documents;

2) amended documents are sent to the webmaster for posting;

3) members of the Executive Board are notified via e-mail of the availability of the updated documents;

4) copies of amendments are kept by the Chair in electronic form and paper backup;

5) superseded documents are deposited in the NDLA archives.

## **2. Section and Roundtable Bylaws:**

a. Bylaw amendments proposed by a section or roundtable need to be submitted to the Committee.

b. The Committee has one month to review the proposed amendments and possibly suggest further amendments to the bylaws.

c. Committee recommendations are submitted with the section/roundtable's proposal to the Executive Board for a vote.

d. The action of the Executive Board is reported to the section/roundtable.

e. After approval by the Executive Board and passage by the section/roundtable:

1) the amended bylaws are sent to the webmaster for posting;

2) copies of amendments are kept by the Chair in electronic form and paper backup;

3) superseded documents are deposited in the NDLA archives.

### **3. Policies Handbooks:**

- a. Policies handbooks are to be reviewed annually.
- b. The Committee asks each Executive Board member, section/roundtable chair, and committee chair, to review the appropriate/respective polices handbook and suggest any desired revisions.
- c. The Committee will present revisions to the Executive Board for approval.
- d. Upon approval, the revised handbooks are sent to the webmaster for posting.

### **D. REPORTS**

1. The Committee chair submits a written report at each Executive Board meeting and an annual report at the conference.

### **E. BUDGET**

1. A budget request is solicited by the Finance Committee prior to the first Executive Board meeting and is to be submitted by the chair.

### **F. REIMBURSEMENT**

1. See Reimbursement Policy Handbook  
<http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

### **G. CHRONOLOGICAL GUIDELINES**

#### 1. September:

- a. Outgoing chair passes all files to the incoming chair.
- b. Outgoing chair provides the incoming chair with orientation to the position.
- c. Incoming chair sends each officer, section/roundtable chair, and committee chair the web link to their policy handbook.

#### 2. October:

- a. Verify that Constitution/Bylaws amendments passed by the membership are reflected in the current document and that it is available on the NDLA website.

b. Notify Executive Board members via e-mail of the new documents' URL.

3. October - February:

a. Review current NDLA Constitution and Bylaws.

b. Review section/ roundtable bylaws upon request.

4. March:

a. Recommendations for amendments to the NDLA Constitution are made to the Executive Board at their meeting.

b. Executive Board members, section/roundtable chairs, and committee chairs are asked to review their policy handbook and suggest any revisions they feel will aid those who hold their position in the future.

5. April:

a. Any suggested revisions to a policy handbook are reviewed and submitted to the Executive Board for approval.

6. June:

a. Proposed amendment(s) to the NDLA Constitution/Bylaws are presented to the Executive Board at their meeting.

b. Approved proposals for amendment(s) are sent to the editor of *The Good Stuff* for publication in the pre-conference issue.

7. July:

a. Constitution/Bylaws amendments are prepared for presentation to the membership.

8. August:

a. Proposed amendments to Constitution/Bylaws are distributed to the membership via the NDLA listserv.

9. September:

a. Any necessary discussion of the amendments is conducted on the NDLA listserv

- b. Ballots are distributed and a formal vote conducted.
- c. If amendments are approved by the membership, the Chair sends the NDLA Webmaster the amended document and the Archivist the superseded document.

Executive Board approved 5/21/99

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

All references of posting changes to NDLA website revised by Executive Board 7/18/07

Reimbursement statement revised by Executive Board 5/30/08

Ballot distribution revised by Executive Board 10/14/08

Reimbursement statement revised by Executive Board 12/12/12

Revised and approved by Executive Board 5/29/15