

HOUSTON AREA INDEPENDENT SCHOOLS LIBRARY NETWORK

BYLAWS

Article I. Name

The name of this not-for-profit organization shall be the Houston Area Independent Schools Library Network, hereinafter referred to as "HAISLN."

Article II. Purpose

The purpose of this organization shall be to share information, provide support, and further the professional growth of member libraries in the Houston, Texas area.

Article III. Membership

- **Section 3.1**

Membership shall be composed of Houston, Texas area private school libraries that will benefit from and contribute to the cooperative activities of HAISLN. Other school libraries in the area with no other local library group for support may join.

- **Section 3.2**

A private school is defined as "a school maintained by private individuals, religious organizations, or corporations, funded, at least in part, by fees or tuition, and open only to pupils selected and admitted based on religious affiliations or other particular qualifications." (Definition from Black's Law Dictionary, 7th ed.)

- **Section 3.3**

Member libraries shall pay dues by January 1 of each school year. A membership application should be generated by and returned to the treasurer by January 1 of each school year, along with dues payment.

Article IV. Officers

- **Section 4.1**

The officers elected annually will serve as a Board of Directors. Officers shall be President, President-elect (Vice-President), Secretary, and Treasurer. No more than one officer may be elected from any participating school per year.

- **Section 4.2**

When a vacancy occurs on the Board of Directors, an interim replacement officer shall be appointed by the Board of Directors to serve until the next election.

- **Section 4.3**

Officers of HAISLN shall be elected at the spring general membership meeting. In the winter, the President will appoint a nominating committee and identify the members of the committee to the membership. The nominating committee shall submit a slate of candidates at the spring meeting. The officers of HAISLN shall be:

- a.) the President, who shall serve as Chairperson of the Board of Directors and whose duties shall include setting the agenda for and chairing meetings of the Board of Directors and the general membership meetings, executing official documents and correspondence, and representing HAISLN as required;
- b.) the Vice President/President-elect, who shall serve as advisor to the President in all matters pertaining to the rules of conduct contained in the bylaws and all matters pertaining to parliamentary procedure based upon *Robert's Rules of Order* and all matters pertaining to HAISLN and shall serve as program chairman as necessary;
- c.) the Secretary, who shall take all minutes of meetings of the Board of Directors and general membership meetings and shall maintain records of all meetings, mailing copies of minutes to all membership schools, and collect written proxies at each membership meeting; and
- d.) the Treasurer, who shall collect dues and membership applications at the beginning of each school year, maintain a current membership list, and keep all financial records and report the financial status at each meeting.

- **Section 4.4**

The Board of Directors shall appoint committees, with chairpersons appointed by the President, as needed.

- **Section 4.5**

Three (3) members of the Board of Directors constitute a quorum. All action of the Board of Directors shall be determined by a majority vote.

- **Section 4.6**

The Board of Directors shall have the authority to conduct elections, make expenditures, call meetings, appoint committees, and otherwise transact the business of HAISLN.

- **Section 4.7**

Members of the Board of Directors may be re-elected for as many as two terms, one term being one year.

Article V. Membership Dues

- **Section 5.1**

Annual membership dues shall be payable by January 1 of each year.

- **Section 5.2**

Dues are levied to cover the costs incurred in the operation of HAISLN.

- **Section 5.3**

Dues for membership shall be set annually at the spring meeting of each year by a majority of the membership present. Annual dues may be changed by a majority vote of all members of HAISLN at any meeting.

Article VI. Meetings

- **Section 6.1**

Three meetings of the Network may be held during the year, at a time and place designated by the Board of Directors, upon not less than ten days notice. Other meetings of HAISLN shall be called by the Board of Directors when necessary.

- **Section 6.2**

The Board of Directors shall administer all elections and voting procedures.

Article VII. Dissolution

In the event of dissolution of HAISLN, the Board of Directors shall dispose of any assets of HAISLN by an equitable distribution to the member libraries. The disposition of assets by the Board of Directors shall be final and binding upon all member libraries.

Article VIII. Fiscal Year

The fiscal year of HAISLN shall be from September 1 to August 31.

Article IX. Amendments

These bylaws may be amended by a two-thirds vote of all members.