

**BYLAWS OF THE LOUISIANA SUPPORT STAFF
ASSOCIATION OF LIBRARIES (LASSAL)**

Article I. Name.

The name of this body/or organization shall be Louisiana Support Staff Association of Libraries, henceforth known as LaSSAL.

Article II. Purpose.

The purpose of LaSSAL is to provide a forum within the Louisiana Library Association for addressing a wide variety of issues relating to library support staff, including but not limited to, continuing education, the promotion of ideas and communication among our members, and the advancement of professional development, thus enhancing our effectiveness in the library.

Article III. Membership.

Section 1. Any person employed or interested in library service or related activities may attend any meeting, seminar, and/or workshop sponsored by this Section.

Section 2. Only paid members of LLA who have chosen to be affiliated with this section shall have the right to vote or to hold office in LaSSAL.

Article IV. Officers and their election.

Section 1. The Officers of this Section shall consist of a Chair, a Vice Chair/Chair Elect, Secretary/ Treasurer, and Past Chair. The term of office shall be one year, July to June, and no officer may be elected to succeed himself. Only members of LLA, with an affiliation with this section, may run for, or hold office in this Section. Only members of LLA, with an affiliation with this section, may cast ballots for the officers.

Section 2. Vacancies. When a vacancy occurs, the Executive Committee shall appoint a member to fill that vacancy until the following annual election. The chair/elect or past chair will fill the vacancy of the position of chair.

Section 3. Nomination of officers. Prior to each annual conference, the Chair, with the approval of the Executive Committee, shall appoint a nomination committee, none of whom may be a member of the Executive Committee, to nominate candidates for elective positions.

Section 4. Elections shall be held by mail in conjunction with the election of LLA officers. Results shall be announced at the annual LLA conference.

Article V. Meetings.

Section 1. Annual Meetings. There shall be an annual meeting of the section at such place and time determined by the Executive Committee. Annual meetings are planned by the Conference Committee under the auspices of the Executive Committee.

Section 2. Executive Committee Meetings. The Executive Committee shall meet at least two times per year. Other meetings may be called by the Chair.

Section 3. Special Meetings. Special meetings of the section may be called by the Executive Committee.

Section 4. Regional Meetings. Regional coordinators may call meetings of special interest, within their region, under the auspices of the Executive Committee.

Section 5. Business Meetings. A regular business meeting shall be held each year at the LLA Annual Conference. Special business meetings may be called by the Chair with the approval of the Executive Committee when deemed necessary.

Section 6. Quorum. A quorum shall consist of those members in good standing present at any meeting: regular, special or Executive Committee

Article VI. Executive Committee.

The Executive Committee shall consist of the elected officers of the section, the immediate past chair, committee chairs, and regional coordinators. Each shall have one vote.

Article VII. Parliamentary Authority.

Sturgis Standard Code of Parliamentary Procedure shall govern the section in all cases to which it can be applied and in which it is not inconsistent with the bylaws of the Louisiana Library Association.

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Article VIII. Standing Committees.

Section 1. The Chair, with the approval of the Executive Committee, may establish standing committees, representatives, and liaisons to consider matters of the section that require continuity or which require the attention of the members. These shall be appointed for terms of one year unless the bylaws of LLA stipulate otherwise.

Section 2. If a vacancy occurs in the committees, it shall be filled by appointment made by the chair, and the appointee shall serve until the expiration of the term of the member replaced.

Section 3. Standing committees shall include, but not be limited to: award, membership, nominating, conference, and publications. Other committees may be established as they become necessary.

Section 4. Representatives and Liaisons shall include, but not be limited to, the Louisiana Libraries section editor and the internet liaison. Other appointments may be made as needed.

Section 5. No committee, representative or liaison shall incur expense on behalf of the section except as authorized the Chair and the Executive Committee. Any request for payments or reimbursements from LLA shall go through the Chair.

Article IX. Amendments of Bylaws.

Section 1. All proposed amendments to the Bylaws shall originate in the Executive Committee. A proposed amendment shall become effective upon approval by the members of the section, either by a vote by mail of the majority of members, or by a majority of members present and voting at any business meeting.