

Documents Association of New Jersey, Inc.

Bylaws

Article 1 – Purpose

Section 1. The purpose of the Documents Association of New Jersey is to promote the use and further access to government information in libraries in the New Jersey area.

Section 2. To accomplish this purpose the objectives of the association are:

- a. to provide a forum for discussion of problems and concerns, and for the exchange of ideas by librarians working with government documents;
- b. to provide a force for initiating and supporting programs that promote access to, use, and bibliographic control of documents;
- c. to increase communications among documents personnel and other library personnel;
- d. to contribute to the continuing education and training of librarians working with documents.

Article 2 – Membership

Section 1. Membership will consist of personal and institutional members.

Section 2. Any person interested in the purpose of the association may become a personal member, and upon payment of annual dues, be entitled to vote, receive Association publications, and participate in activities.

Section 3. Any institution interested in the purpose of the Association may become an institutional member, and upon payment of annual dues, receive publications of the Association and participate in its activities. No voting rights will pertain.

Article 3 – Board of Trustees

Section 1. The activities of the Association shall be managed by the board of trustees who shall serve as current officers.

Section 2. The trustees (current officers) shall consist of President, Vice-President/President-elect, Secretary and Treasurer.

Article 4 – Meetings

Section 1. There shall be an annual meeting of the members of DANJ for the election of the Trustees and other business that may come before the meeting. The meeting shall

be held on the same day as the DANJ Annual Conference, usually held on the first or second Friday in November. Trustees' terms will start the following January.

Section 2. Special meetings of the members for any purpose may be called at any time by the executive committee.

Section 3. Annual meetings shall be held not less than ten or more than sixty days after written notice of time, place and purpose of the meeting determined by the executive committee.

Section 4. A quorum for conducting business at annual and special meetings shall be ten percent of the membership.

Section 5. There shall be at least five executive committee meetings per year. Meetings may be called by the President or upon request of three members of the executive committee. A quorum shall consist of three members of the executive committee, including the President or Vice-President-elect. If an executive committee meeting is cancelled due to an emergency situation such as bad weather conditions, the executive committee will try to reschedule the meeting.

Section 6. Each interest group shall meet at least once every year.

Section 7. Each committee shall meet at least once every year.

Section 8. The President, Vice-President-elect, and Chairperson of the Newsletter/Publicity Committee shall be notified in advance of all interest group meetings.

Section 9. All meetings of the association are open to anyone interested in attending. Members in good standing (those with dues paid) may vote at any general membership meeting.

Article 5 – Conduct of Meetings

Section 1. The latest edition of Robert's Rules of Order shall govern the conduct of all meetings.

Section 2. Any provision in Robert's Rules of Order may be waived by a vote of two thirds of a quorum provided that such revised ruling does not interfere with the rights of the minority to be heard.

Article 6 – Amendment

Section 1. The bylaws may be amended at an annual meeting of the members by a two-thirds vote of those present, or by mail by a two-thirds vote by at least ten percent of

the membership, provided that the amendment(s) have been submitted in writing to the membership at least two weeks in advance of the vote.

Section 2. Amendments may be proposed by any member by publicly submitting them to the association secretary at a meeting of the association or by submitting in writing to the secretary in adequate time for notification to the membership before a vote.

Article 7 – Nomination and Elections

Section 1. There shall be a nominating process overseen by the Vice President-elect for the selection of candidates for the positions of member at large and trustees. The Vice-President-elect shall make all reasonable effort to solicit volunteers and recommendations for nomination from the membership. Personal members who wish to volunteer to run for elective office should submit their names and their elective office preference to the Vice-President-elect. Each year the Vice-President-elect shall present at least one nominee for each trustee office, and for the office of member-at-large. The Vice-President-elect shall obtain the acceptance of the nominee prior to the submission of its report at the annual meeting.

Section 2. Additional names may be placed in nomination from the floor at the annual meeting after the committee's report is given, provided the acceptance of such nominee is assured.

Section 3. Elections shall be held at the annual meeting. Secret ballots will be used for offices for which there is more than one nominee. Ballots shall be provided by the Vice-President-elect.

Section 4. The nominees who receive the largest number of votes shall be elected to their respective offices. Ties for any office shall be decided by a run-off session.

Section 5. Trustees and the Member-at-large shall be elected to serve the following terms:

- a.) Secretary, Treasurer, and Member-at-Large – one year
- b.) Vice-President (President-elect) – two years, the first as Vice-President, the second as President

Section 6. In the event of a vacancy in an elected office, the vacancy shall be filled by appointment of the executive committee.

Section 7. Members shall not hold more than one office which is filled by the election of the general membership.

Article 8 – Duties of the Trustees

Section 1. The President shall preside at all meetings, faithfully execute the mandates of the association's purpose; and shall be an ex-officio, member of all committees.

Section 2. The Vice-President/President-elect shall preside in the absence of the President; assist the President in the performance of duties; be responsible for overseeing the nomination process for the election of members-at-large and trustees, and provide election ballots to members; and be responsible for the oversight of activities of the committees and interest groups.

Section 3. The Secretary shall be responsible for recording the minutes of membership meetings and the meetings of the executive committee, and have the minutes available for approval at the next membership or executive committee meeting.

Section 4. The Treasurer shall receive all dues; receive and disburse all funds; maintain a bank account in the name of the association; receive and file a voucher for any member for reimbursement of expenses incurred while conducting business in the name of the association; file appropriate state and federal documentation, such as IRS forms and the annual state registration; and submit a financial statement including all income and expenditures of the association to the auditing committee.

Article 9 – Executive Committee

Section 1. The voting members of the Executive Committee shall consist of elected Trustees, the Chairpersons of the interest groups and committees, those serving as liaisons to other organizations, the member-at-large, and the immediate past president.

Section 2. Under the direction of the Board of Trustees, the Executive Committee shall have general supervision of the affairs of the association between its business meetings and shall prepare the agenda for such meetings. The executive committee shall authorize expenditures for the policies, and take such action as it deems necessary to carry out the objectives of the association.

Section 3. Quorum. See Article 4, Section 5.

Article 10 – Interest Groups

Section 1. Interest Groups may be created by three or more members with the approval of the executive committee or by the executive committee itself.

Section 2. Each interest group shall have a Chairperson elected by the membership of the interest group for a term ending at the first meeting of the task force following the annual meeting of the association.

Section 3. Each interest group may carry on such activities as seem suitable to its interests, provided that there is no conflict with the articles of incorporation and the bylaws of the association.

Section 4. An interest group may be discontinued by a majority vote of the membership present at the annual meeting upon recommendation of the members of the interest group of the executive committee. The members of an interest group or the executive committee shall show cause for such a recommendation.

Section 5. No authority is granted to any interest group to commit the association to any declaration of policy, program, activity, publication or financial expenditure without the approval of the executive committee.

Section 6. Each interest group shall present an annual report to the President to summarize for the annual meeting.

Article 11 – Standing Committees

Section 1. Standing committees of the association shall be established by the executive committee. Committees shall be responsible to the executive committee which will delegate such powers and functions to them as the executive committee finds necessary for carrying out the business and objectives of the association.

Section 2. Special committees shall also be established by the executive committee (as in Section 1).

Section 3. The President shall appoint, with the approval of the majority of the executive committee members present, the chairpersons of all committees. The term of each outgoing chairperson shall end immediately upon the vote approving the appointments of the new chairpersons submitted by the incoming President at the first executive committee meeting following the annual meeting of the association; such vote of approval shall be the first item of the new business on the agenda of the executive committee meeting. If for any reason one or more chairpersons cannot be appointed at the first executive committee meeting, the President shall designate, with the approval of the executive committee, a temporary chairperson and shall appoint a permanent chairperson to be approved by the executive committee at the earliest possible time. The members of all committees shall be appointed by the chairpersons. The number of members on all committees may be designated at the discretion of the executive committee.

Section 4. Each committee shall present a written report of its activities throughout the year, together with any recommendations considered necessary or advisable, at the annual meeting. Additional reports may be submitted by a committee or requested by the executive committee or by the President.

Section 5. Expenditures by committees shall be authorized by the executive committee.

Section 6. The charter standing committees are:

- A. Continuing education committee – the committee shall be responsible for coordinating plans to extend and improve the education and training of librarians in the use of documents.
- B. Newsletter/Publicity committee – this committee shall have the responsibility of coordinating and disseminating information; issuing a newsletter; advising the executive committee of matters submitted by members that should be considered in membership meetings or that may be referred to appropriate committees or task forces; and publicizing the meetings and activities of the association.
- C. Bylaws committee – this committee shall review the bylaws of the association and shall recommend any changes or amendments necessary to the executive committee. Upon review by the executive committee, such recommendations shall be presented to the membership, as specified in Article 6 and Article 15 of the bylaws.
- D. Auditing committee – this committee of one shall audit the annual financial statement of the Treasurer, as indicated in Article 8, Section 4, of the bylaws.
- E. Web Page Editor – Maintain the DANJ website and add information as needed.

Article 12 – Representatives to Other Organizations

Section 1. The President shall appoint, with the approval of a majority of the executive committee members present, the representatives to other organizations. In the event of a vacancy, the President shall appoint with the approval of a majority of the executive committee members present, a representative to complete the term.

Section 2. Each liaison shall present an annual report at the annual meeting.

Article 13 – Finances

Section 1. Dues shall be set by a majority vote of the members present at any regular meeting, provided notice has been given prior to that meeting.

Section 2. Dues shall be payable at the time of the annual conference.

Section 3. Special assessments may be requested by any member. Such assessments must be ratified by two thirds of the members present at any meeting, provided notice has been given prior to the meeting.

Article 14 – Association Year

Section 1. The association year shall be the calendar year.

Article 15 – Archivist

Section 1. The Archivist shall maintain archival trusteeship of all minutes, correspondence and records received and generated by the Association which are not currently in use by the Officers, chairpersons, task force leaders or other members of the Association.

Section 2. The Archivist shall be appointed from the membership by the President with the approval of a majority of the executive committee members present. The Archivist may be reappointed or recalled by a majority vote of the executive committee.

Section 3. The Archivist may attend any meetings, including executive committee meetings, but without voting privileges; however, the Archivist may hold other offices or positions in the organization concurrently, and vote as a holder of that office or position.

Section 4. Any member of the Association may have access to the archives. The Archivist shall keep a record of all users of the archives and their dates of use. Copies of materials in the archives may be made by any member of the association or by non-members with the Archivist's approval.

Section 5. The archives shall be reviewed annually by the President and Vice-President-elect at the beginning of the membership year.

Section 6. The address of the Archivist or the location of the archives, if different, shall be designated as the principal office of the association unless some other place is so designated. The Archivist shall be designated as the agent of the Association unless some other person is so designated. The agent shall be the person in charge of the principal office. The principal office shall be within the State of New Jersey.