



**LACONI
TECHNICAL SERVICES SECTION
BY-LAWS**

ARTICLE I. NAME

The name of this organization will be LACONI Technical Services Section (TSS).

ARTICLE II. OBJECT — PURPOSE

The purpose of LACONI TSS will be to provide Technical Services Librarians (and other interested persons) opportunities for continuing education, professional development, and interaction with their colleagues.

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. The entire geographic area of RAILS is served by LACONI, which encompasses the northern Illinois region with the former library systems of: Prairie Area, North Suburban, Chicago, Metropolitan, and DuPage.

Section 3. Fees. Fees for membership shall be set by the officers of LACONI Administrators Section. Dues will be collected by the Administrators' Section no later than November 1 annually. No pro-rated membership fee is allowed.

ARTICLE IV. MEETINGS

Section 1. Meetings of LACONI TSS are scheduled on a Friday in the Fall, Winter, and Spring for a total of four programs. Every effort will be made to avoid conflict with meeting dates of other LACONI sections. Meeting dates may be changed by the LACONI TSS Advisory Board.

Section 2. Meetings of officers will be called by the President as deemed necessary.

ARTICLE V. EXECUTIVE OFFICERS

Section 1. Officers.
The officers of the Technical Services Section will be President, Vice-President/President Elect, Secretary, Treasurer, and Past President.

Section 2. Term of Office.
The term of office for President is one year commencing at the end of the Spring meeting.

The term of office for the Vice-President/President Elect is one year commencing at the end of the Spring meeting.

The term of office for Secretary is two years, commencing at the end of the Spring meeting of odd numbered years.

The term of office for Treasurer is two years, commencing at the end of the Spring meeting of even numbered years.

The term of office for Past President is one year, commencing at the end of the Spring meeting.

The term of office for all other Advisory Board Members is two years.

Section 3. No officer may serve more than two consecutive terms in the same office. For continuity purposes the secretary and treasurer may serve multiple terms if so desired.

ARTICLE VI. DUTIES OF EXECUTIVE COMMITTEE

Section 1. President

- Acts as liaison to Administrators Section
- Chairs Advisory Board
- Works with Program Planning Committee to develop programs
- Presides at business meetings
- Serves on Nomination and Election Committee

Section 2. Vice-President/President Elect

- Serves on Advisory Board
- Chairs Program Planning Committee

- Serves on Nomination and Election Committee
- At end of term, becomes President of LACONI/TSS

Section 3.

Secretary

- Serves on Advisory Board
- Elected in odd years
- Records minutes of business meetings and distributes to the Advisory Board
- Prepares registration information for programs
- Keeps membership list
- Handles correspondence (thank you's, etc.)
- Serves on and records actions of the Advisory Board
- Serves on Program Planning Committee
- Serves on Nomination and Election Committee
- Acts as Historian/Archivist

Section 4.

Treasurer

- Serves on Advisory Board
- Elected in even years
- Prepares Treasurer's Report
- Handles financial transactions
- Serves on Program Planning Committee
- Serves on Nomination and Election Committee

Section 5.

Past President

- Serves on Advisory Board
- Serves on Program Planning Committee
- Serves on Nomination and Election Committee

ARTICLE VII. ADVISORY BOARD

Section 1.

Membership.

The Advisory Board will consist of the Executive Committee and representatives of membership of LACONI TSS.

Section 2.

Term of Office

Representatives serve a term of two years. No representative will serve more than three consecutive terms.

Section 3.

Attendance and Voting

Others not designated as members of the Advisory Board may attend. Only members of the Advisory Board may vote. A simple majority of the voting members of the Advisory Board constitutes a quorum.

Approval of actions and decisions requires a simple majority vote of the quorum.

Section 4. If any member of the Advisory Board fails to attend two consecutive meetings, Board or Membership, without notification, the Board will request the member to resign and proceed as provided in Section 3 of Article VIII.

Section 5. Committees
Committee Chairpersons are appointed by the President from members of the Advisory Board:

- A. Nomination and election
- B. Program preparation/refreshments/facilitation
- C. Audit
- D. By-laws
- E. Others as needed

All Board members will serve on a committee.

Any member-at-large of LACONI TSS is welcome to serve on a committee.

Section 6. Conduct of Meetings
The President will conduct meetings of the Board and the business portion of the Membership meetings. The Vice-President/President Elect will function in the absence of the President.

Section 7. Special Positions

Website liaison.

- The website liaison is a volunteer position available to any Advisory Board member.
- Term of the position is at the discretion of the volunteer and the Advisory Board.

Yahoo Group owner and moderators.

- The Yahoo Group is the main means of communication in addition to the LACONI website.
- The Yahoo Group owner is a volunteer position available to any Advisory Board member.
- Term of the position is at the discretion of the volunteer and the Advisory Board.
- The Secretary and Treasurer are given moderator permission.
- Other moderator's may be appointed as deemed necessary by the Advisory Board.

ARTICLE VIII. ELECTIONS

- Section 1. Advisory Board candidates must be selected from members of LACONI TSS.
- Section 2. Ballots will be included with the announcement for the Spring meeting, giving all members an opportunity to vote. If candidates run unopposed, no ballot is required. Election results will be announced at the Spring meeting.
- Section 3. In case of a Board vacancy, the President may or may not appoint a replacement to fill the remainder of the term, subject to Board approval.

ARTICLE IX. VOTING

Each member Library or Personal member of the LACONI TSS will have one vote on questions brought to the membership by the Advisory Board. All questions will be decided by a majority vote.

ARTICLE X. FINANCES

- Section 1 **Banking**
The finances of the LACONI TSS are deposited in a bank convenient for the Treasurer.
- Section 2 **Treasurer's Responsibility**
The Treasurer will issue payment, collect dues and funds in accordance with the decisions of the Advisory Board, and be available to assist the Audit Committee.
- Section 3 **Audit**
The books are to be audited annually by the Audit Committee. The audit report will be presented at the Fall Board meeting.

ARTICLE XI. ADOPTION AND AGREEMENT

Amendments.
A biennial review of the By-laws will be performed by the By-laws Committee.

Recommendations will be brought to the Advisory Board.
Proposed amendments to the By-laws must be submitted in writing to the Advisory Board for consideration and discussion.
The Advisory Board will vote upon any proposal and present their results to the membership.

Brought to the membership and approved on March 1997.

Revised January 2012. Brought to the membership and approved on February 3, 2012