

Adopted July 2, 1980 N.Y.
Amended June 30, 1981 S.F.
Amended June 28, 1987 S.F.
Amended June 24, 1990 Chicago
Amended July 7, 1994 New York
Amended June 17, 2001 S.F.
Amended August 20, 2010
Amended August 10, 2012
Amended August 21, 2014
Amended October 15, 2020
Amended June 28, 2021
Amended June 7, 2022
Amended July 31, 2023

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be Asian/Pacific American Librarians Association, hereafter referred to as APALA. The organization will be incorporated in the state of Illinois.

ARTICLE II. PURPOSE

The purpose of this organization shall be:

1. To provide a forum for discussing problems and concerns of Asian American and Pacific Islander librarians.
2. To provide a forum for the exchange of ideas by Asian American and Pacific Islander librarians and other librarians.
3. To support and encourage library services to Asian American and Pacific Islander communities.
4. To recruit and support Asian American and Pacific Islander librarians in the library/information science professions.
5. To seek funding for scholarships in library/information science programs for Asian American and Pacific Islanders
6. To provide a vehicle whereby Asian American and Pacific Islander librarians can cooperate with other associations and organizations having similar or allied interests.
7. To assist and support allied organizations on initiatives, resolutions, statements and strategic goals with the mission of diversity.

ARTICLE III. REPRESENTATION

In all of the activities of this organization, including the nominations of officers and in committee assignments, every genuine effort will be made for geographic representation as well as participation of members representing the many different ethnicities, nationalities, and cultural heritages of our communities.

ARTICLE IV. MEMBERSHIP

Membership shall be open to individuals of Asian or Pacific Islander birth or descent working in libraries, information centers, and other such related organizations, and to others who support the goals and purposes of APALA.

ARTICLE V. EXECUTIVE BOARD

SECTION 1. The Executive Board: The Executive Board shall consist of the President, Vice President/President-Elect, Secretary, Treasurer, Members-at-Large (4), Immediate Past President, and Executive Director (ex officio).

SECTION 2. Management: The Executive Board shall serve as the management board of APALA. As the decision-making body, it shall act for the Association in the administration of established policies and programs. It shall report on its activities not later than the next meeting of the association.

SECTION 3. Duties and terms of the officers of the Executive Board are those set forth in the Bylaws.

SECTION 4. A majority shall constitute a quorum of the Executive Board.

ARTICLE VI. AMENDMENTS

The constitution of APALA may be amended as provided in the Bylaws.

BYLAWS

ARTICLE I. MEMBERSHIP DUES

SECTION 1. Membership dues shall be paid annually, on a graduated scale for regular members, students/unemployed members, and organizations.

SECTION 2. The Executive Board may review the membership dues from time to time, and may place before the Annual General Meeting the question of changes of such dues. Final approval of such changes of dues shall be determined by a simple majority of members present at the annual General Meeting.

SECTION 3. Only paid members shall have the rights and privileges of voting and holding office. Organizations shall have one vote.

ARTICLE II. OFFICERS AND DUTIES

SECTION 1. The officers of this organization shall be:

- a. President (serves one year, then automatically serves as Immediate Past President the following year)
- b. Vice President/President-Elect (serves one year, then automatically serves as President the following year)
- c. Secretary (serves a two-year term)
- d. Treasurer (serves a two-year term)
- e. Four elected Members-at-Large (serving two-year terms with two Members-at-Large elected every other year to provide continuity)
- f. Immediate Past President (serves one year)

SECTION 2. The President shall:

- a. Preside at all meetings of APALA, be an ex officio member of all committees except the Nominations Committee, and be empowered to fill all vacancies by appointment in consultation with the Executive Board.
- b. Manage all the activities of APALA, as well as the coordination and direction of such activities.
- c. Co-sign with the Treasurer on financial accounts of APALA, as well as exercise authority to appropriate funds and control the expenses.
- d. Present annual budget and report to the General Meeting and be the spokesperson, representative, and correspondent for APALA in its external activities.
- e. Appoint the chairs and members of APALA committees, as well representatives of the association to serve on external bodies.

SECTION 3. The Vice President/President-Elect shall:

- a. Perform the duties of the President during the President's absence and shall fill the office of President should it become vacant before the next election. The Vice-President shall assume the duties of the President the next year following the Vice-President's term.
- b. Assist the President in accomplishing the purposes of APALA.
- c. Chair the Program Committee and plan the annual program of APALA.

SECTION 4. The Secretary shall:

- a. Prepare the agenda and notify the members of the Executive Committee and general members of forthcoming meetings fifteen (15) days prior to the date of such meeting.
- b. Prepare and make the correspondence of APALA. Respond to correspondence of APALA in consultation with the President and maintain files of the current year.
- c. Maintain a list of members and volunteers for various functions of APALA.
- d. Make sure that minutes of the Executive Committee and General Meetings are maintained properly.
- e. Perform all duties incidental to the office of the General Secretary and as such other duties as assigned by the Executive Board.
- f. In absence of the President and Vice President, the General Secretary will preside over the Executive Board.
- g. In coordination with the Chair of the Membership Committee, shall maintain a current membership list of paid and non-paid members.

SECTION 5. The Treasurer shall:

- a. Maintain an accurate accounting of all receipts and disbursement and make semi-annual status reports after they have been reviewed by the Finance and Fundraising Committee.
- b. Make disbursements only upon the order of the APALA President.
- c. Deposit all monies received in the name of APALA at a bank or savings and loan institution.
- d. Have the authority to handle financial matters of \$750 or less, while checks greater than \$750 would require the signature of the Executive Director.

SECTION 6. The Members-at-Large shall:

- a. Perform all such duties as assigned by the Executive Board.
- b. Aid the Executive Board in the execution of its duties.

SECTION 7. Immediate Past President shall:

- a. Act as a consultant and resource person to the President and Vice President in matters appropriate to their offices.
- b. Serve as chair of the Nominations Committee and a member of any other committee as ex officio as appointed by the President.

ARTICLE III. EXECUTIVE DIRECTOR

SECTION 1. The position of Executive Director of APALA is appointed by the President in consultation with the Vice President/President-Elect and approved by the Executive Board. This is an unpaid position.

SECTION 2. The Executive Director is an ex officio member of the Executive Board.

SECTION 3. The Executive Director reports to the President of APALA.

SECTION 4. The Executive Director is appointed for a three-year term. The Executive Director may be reappointed for consecutive terms with a maximum of three terms. The person who has served three consecutive terms could be considered for the position again after one complete term has been served by a different person.

SECTION 5. The duties of the Executive Director will include:

- a. Acting as the chief administrative officer of APALA.
- b. Maintaining APALA's office records.
- c. Assisting the President and other elected and appointed officials of APALA in carrying out their responsibilities as described in the Constitution and Bylaws and APALA policy manual.
- d. Signing all contracts and legal documents as co-signatory with the APALA President.
- e. Serving as a liaison officer with the American Library Association, its offices and affiliates and with other organizations.
- f. Overseeing bank accounts with the Treasurer as co-signatory.
- g. Performing other duties as prescribed by the President or Executive Board.
- h. Providing members and others with information as requested by the President and the Executive Board.

SECTION 6. In case the Executive Director does not perform to the satisfaction of the President or Executive Board, the Executive Board can take final action to remove the Executive Director.

ARTICLE IV. COMMITTEES

SECTION 1. The following shall constitute Standing Committees of the organization:

- a. Constitution and Bylaws
- b. Family Literacy Focus
- c. Finance and Fundraising
- d. Literature Awards
- e. Media and Publicity
- f. Membership
- g. Mentoring
- h. Nominations
- i. Program Planning
- j. Scholarships and Awards
- k. Statement and Advocacy Committee

I. Special committees or task forces that will support the goals and purposes of the organization can be appointed by the Executive Board. The life of a special committee or task force shall be limited to one year unless the Executive Board otherwise provides.

SECTION 2. Each committee shall consist of at least three (3) members. All paid APALA members can volunteer or be nominated to serve on a committee. Appointments to committees will be made by the President in consultation with the Executive Board.

SECTION 3. Standing Committee members shall serve one (1) year terms and be eligible for reappointment.

SECTION 4. The Program Committee shall be responsible for planning the annual conference program. The Finance Committee shall review all financial matters.

SECTION 5. The duties of the other Standing Committees, Special Committees, and Task Forces shall be assigned by the Executive Board.

ARTICLE V. CHAPTERS

SECTION 1. Ten (10) or more members can form a chapter for ease of communication, so that librarians in one local area can discuss and act on mutual problems and interests, with the approval of the Executive Board.

SECTION 2. A chapter Chairperson, elected by chapter membership, will call all meetings.

SECTION 3. Chapters can meet on their own as needed.

SECTION 4. The chapter may, by a majority vote, impose dues as it deems necessary in addition to APALA membership dues.

SECTION 5. The chapter may draw up its own Bylaws, providing that there is no conflict with the APALA Constitution/Bylaws. The existence of such a conflict shall be determined by the Executive Board.

SECTION 6. The chapter news and updates shall be included in the APALA newsletter and the APALA website as needed.

ARTICLE VI. ELECTIONS AND RECALL OF OFFICERS

SECTION 1. A Nominations Committee of three (3) Past Presidents of APALA shall nominate annually candidates for the office of Vice President/President-Elect, Secretary, and Treasurer, as well as two Members-at-Large of the Executive Board. The Immediate Past President shall serve as chair of the committee while two members shall be appointed

by the President by January of each year. If the Immediate Past President cannot serve, the president shall appoint the chair.

SECTION 2. Officers shall be elected by ballots sent to the entire APALA membership, coordinated by the Nominations Committee. The person receiving the largest number of the votes for each office shall take office on July 1st of the election year.

SECTION 3. Proceedings for recall of the President, Vice President/President-Elect, Secretary, Treasurer or a Member-at-Large of the Executive Board may be originated by a petition of twenty (20) percent of the membership and a special meeting called to hear arguments of the parties concerned. A summary transcript of the entire proceedings shall be sent to every member together with a secret ballot. Recall shall take place if two-thirds (2/3) of the current paid membership approve by ballot.

ARTICLE VII. MEETINGS

SECTION 1. An annual membership meeting shall be held in conjunction with the ALA Annual Conference. Membership meetings may be called in connection with the ALA LibLearnX as decided by the Executive Board. Notices of the general membership meetings shall be distributed to the entire membership.

SECTION 2. Decisions shall be made on the basis of simple majority vote of paid members in attendance unless otherwise stated in these Bylaws. Each APALA member has one vote.

SECTION 3. The Executive Board shall have a regular meeting to be announced in the APALA newsletter. It shall be open to all APALA members.

ARTICLE VIII. NAME OF SPONSORSHIP

SECTION 1. All project plans or proposals must be submitted to the Program Planning Committee for review and recommendation. Final approval of the Executive Board is required before any action and/or implementation is taken with the APALA name used for endorsement.

ARTICLE IX. Books, Records, Official Address, and Audit

SECTION 1. Books and Records: The records of APALA shall consist of its Articles of Incorporation, bylaws, and amendments thereto, minutes of all general, executive board, and special meetings, register of members, financial documents, inventories and such other records.

SECTION 2: Audit of accounts: Before the closing of every fiscal year, the Finance and

Fundraising Committee members of APALA shall audit the books of account, to be presented by the Treasurer to the annual general meeting of the members.

SECTION 3. All records of APALA shall be open to all office bearers; and by advance approval of at least one elected office bearer, to any member, subject to allotment of reasonable time and place of examination.

ARTICLE X. AMENDMENTS

SECTION 1. The Constitution and Bylaws Committee shall prepare and present amendments to the membership at least four (4) weeks prior to the APALA election. Members shall be notified of proposed amendments through the APALA website and APALA listserv."

SECTION 2. The APALA Constitution and Bylaws shall be amended by ballots sent to the entire APALA membership. Voting shall coincide with the annual APALA Officers election coordinated by the Nominations Committee. A proposed amendment shall be approved by a two-thirds (2/3) vote of the submitted ballots. Approved amendments shall take effect July 1st of the election year.

ARTICLE XI. DISSOLUTION

In the event of dissolution of the Association, the Officers of the Association, with the approval of general membership, shall:

1. Pay or make provisions for the payment of all Association Liabilities.
2. Dispose of all assets of the Association to organizations exclusively for professional, charitable, cultural, or scientific purposes.
3. Ensure that disposal of assets are to organizations that, at the time, qualify as tax-exempt under the Internal Revenue Code of 1954, or the corresponding provision of any future United State Internal Revenue Law.

ARTICLE XII. PARLIAMENTARY AUTHORITY

SECTION 1. Robert's Rules of Order, Revised, shall be the parliamentary authority of this organization.