

Article I. NAME.

The name of this Association shall be the Potomac Technical Processing Librarians, or otherwise known as PTPL.

Article II. PURPOSE.

The purpose of PTPL is to promote innovation in the face of change in library technical services by providing continuing education opportunities in the Potomac region, providing programs and activities accessible to all members of our diverse community, offering opportunities for networking and exchange of information among members, convening an annual meeting for the membership of PTPL, providing scholarships, encouragement and outreach to those new to technical services librarianship, collaborating with other organizations with mutual interests.

Article III. AFFILIATION.

This Association was affiliated as a regional group with the Association for Library Collections and Technical Services Division of the American Library Association.

As of 2021 review and revision of the bylaws it has been determined that the affiliation with ALCTS is no longer current. We may pursue an affiliation with CORE in the future.

Article IV. ASSOCIATION YEAR, MEMBERSHIP AND DUES.

1. Anyone in the region of Maryland, Virginia, and the District of Columbia, or anyone who is engaged or interested in the technical services of libraries, shall be eligible for membership.
2. Active membership consists of those who remit annual dues, payable at or prior to the annual meeting of the Association held during that year. The membership year shall run for twelve months, beginning at the annual meeting. Active members have the right to vote, run for office, and to share in the benefits afforded by PTPL's objectives. **All active members including executive committee and board members must pay dues.**
3. The annual membership dues schedule may be reviewed and adjusted, within reason, by the Executive Committee, in order to maintain the fiscal soundness of the organization, while also maintaining operations as in previous fiscal years. Any increase must be justified through the review of operational costs from previous fiscal years, and in accordance with changes in those operational costs.
4. The Association year shall be November through October.

Article V. OFFICERS.

~~Any active member of PTPL shall be eligible for office.~~

1. The officers of the Association shall be a Chair, a Vice-Chair, an Immediate Past-Chair, a Secretary, and a Treasurer. The Vice-Chair shall be elected annually, with the individual elected as serving for three years, with successive one-year terms as Vice-Chair, Chair, and Immediate Past-Chair. The Secretary and Treasurer shall be elected on alternate years and serve for two years. The terms of office shall begin at the close of the annual meetings at which the officers are elected.
2. The Chair must be a member of CORE. PTPL shall pay the Chair's ALA/ CORE membership fees for the year of service. In the event the Chair's ALA/ CORE membership is paid by the individual's employing agency, PTPL will instead offer to pay the Chair's individual registration for the ALA annual conference. This benefit for the PTPL Chair shall apply only to ALA/CORE membership fees for one year or one ALA conference registration. The Treasurer's annual report will record the decision.
3. The duties of the officers shall be those prescribed by these bylaws and such other duties as are usually attached to their office. The Chair prepares the agendas, and leads meetings of the membership, the Executive Committee and the Advisory Board. [Upon the resignation, removal or incapacitation of the Chair, the Vice Chair shall assume the duties of

the Chair]. The Immediate Past Chair presents the "historical moment" at the annual meeting and shall chair the Nominating Committee. The Secretary shall record the proceedings of the Executive Committee, the Advisory Board, and the annual meetings and post a summary report of the annual meetings to the website. The Treasurer presents a report at each monthly meeting and will maintain the checking account, receive, and deposit dues and other payments, pay bills, and present a fiscal report for the period November 1 through October 31 at the annual membership meeting. It is the responsibility of the Treasurer and Chair to maintain access to the checking account and the Treasurer and one other Council member to maintain access to the PayPal account.

Article VI. MEETINGS.

1. The annual business meeting of the Association shall be held at the annual conference, at a time and place to be determined by the Executive Committee in consultation with the Advisory Board.
2. Special meetings may be called by the Chair with the approval of the Executive Committee. No business other than that announced shall be transacted at such meetings.
3. Notice of any meeting special or annual shall be sent to each member at least 30 days prior to the date of the meeting and shall include notice of business to be transacted at the meeting and shall include a sample ballot of any decision requiring a membership vote.
4. The Executive Committee may levy a registration fee for attendance at any meeting, to defray the costs of the program.

Article VII. EXECUTIVE COMMITTEE.

1. There shall be an Executive Committee, consisting of the officers of the Association. The Executive Committee shall oversee the implementation of PTPL's policies and plans, make financial decisions, arrange meetings and programs and conduct the business of the association between meetings.
2. Any officer who misses more than two consecutive Executive Committee meetings may be asked to resign by the remaining members of the Executive Committee.
3. In case of a continued failure by any one officer to fulfill the duties of the office, the Executive Committee, by vote of three quarters of its members, may declare the office vacant.

Article VIII. ADVISORY BOARD.

1. The governing body of PTPL shall be an elected Executive Committee and there shall be an Advisory Board, consisting of the members of the Executive Committee and two members each from Maryland, Virginia, and the District of Columbia. Representatives should either work or reside in their respective region at the time of their election. The six regional representatives shall be elected at the regular meeting to serve for two years or until their successors are elected; the term of one representative from each region shall expire each year. Their terms of office shall begin at the close of the regular meeting at which they are elected.
2. The Advisory Board shall assist the Executive Committee in the planning of the annual meeting and its program, and in such other matters as the Chair may request. The Chair shall call a meeting of the Advisory Board before May first for the purpose of planning the annual meeting. If the Chair fails to do so, the meeting will be called by the other officers in the order named in Article V (1) of the Bylaws. Special meetings may be called by the Chair.
3. Any member of the Advisory Board who misses more than two consecutive meetings may be asked to resign by the Chair.

Article IX. COMMITTEES.

Any active member of PTPL shall be eligible to serve on committees.

1. Nominating Committee. A Nominating Committee of at least three members, one from each region, shall be appointed by the Chair with the approval of the Executive Committee as soon as convenient after each annual meeting. The Nominating Committee shall be chaired by the PTPL Immediate Past-Chair. Members of the Nominating Committee shall not be eligible for a consecutive term.
2. Other Committees. Such other committees shall be appointed by the Chair with the approval of the Executive Committee, as the Association or the Executive Committee may from time to time deem necessary to carry on the work of the Association. **The Chair has the authority to appoint members-at-large to serve on committees.**
3. Reports. Each committee shall report on its activities at the annual meeting of the Association.

Article X. NOMINATIONS AND ELECTIONS.

1. All candidates for elective office shall be members of PTPL at the time of nomination.
2. The Nominating Committee shall present a list of candidates for each office to be filled at the next annual meeting. Additional nominations from the membership may be made from the floor at the annual meeting.
3. Candidates receiving a plurality of the votes of the members present and voting shall be elected. No proxy (absentee) ballots will be accepted. In the case of a tie vote, the election shall be by lot.
4. If an elected candidate is unable to assume office, the candidate who received the next highest number of votes for that position shall be declared the winner.
5. All candidates for elective office may seek consecutive terms but must still be elected for the desired position.
6. Currently there are no limits on the number of times a member can be elected to the Advisory Board.

Article XI. VACANCIES.

Vacancies shall be filled at the next election for the remainder of the term. The Chair shall be empowered to fill vacancies by appointment on an interim basis until the next election. In case of a simultaneous vacancy in the office of the Chair and Vice-Chair, the Secretary shall act as Chair. If the Secretary is unable to serve, the Treasurer shall act as Chair.

Article XII. PARLIAMENTARY AUTHORITY.

Robert's Rules of Order (rev.) in the latest available edition shall govern the Association in all cases to which they can be applied, and in which they are not inconsistent with these bylaws.

Article XIII. OFFICIAL RECORD.

1. The Official Record of PTPL consists of minutes of all ~~official~~ **board and annual** meetings, election results, and the treasurer's reports. ~~They may also include program evaluations.~~ **This also includes any documents or media that record the activities of the organization and its members.**
2. The minutes for the current year will be viewable at the PTPL website. A ~~paper~~ copy of the **official record** will be placed ~~in~~ **transferred to the PTPL archives at least annually** ~~the PTPL archives.~~ **by the secretary or designee.**
3. The archives of PTPL shall be housed at the American Catholic History Research Center and Archives, ~~Room 104 LCL Bldg.~~ **Aquinas Hall**, Catholic University of America. ~~The Secretary or designee shall be responsible for transmitting these records.~~

Article XIV. DISSOLUTION.

In the event it becomes necessary to dissolve PTPL, the assets remaining after all obligations have been met, shall be transferred to a not-for-profit educational or charitable organization whose purpose is to foster and improve library service. The organization shall be selected by the Executive Committee in conjunction with the Advisory Board.

Article XV. AMENDMENTS.

These bylaws may be amended or suspended by a vote of two-thirds of the members present at the annual meeting provided that notice of any proposed amendment was sent to each member by email at least thirty days prior to the annual meeting. No proxy (absentee) ballots will be accepted.

NOTES: Bylaws adopted 12/6/47; amended 10/15/55, 10/8/60, 11/2/68, 11/6/71, 11/10/73, 10/30/82, 11/12/83, 10/85, 10/24/87, 11/4/89, 10/27/95 and 10/25/96; reprinted with corrections as of June 12, 1998; amended 10/31/2003, 10/28/2005, 10/12/2012, 10/15/2021.