

## ACRL/NY Mission & Organization

# ACRL/NY Constitution

### Article I: Name

The name of the organization shall be the Association of College & Research Libraries Chapter of the Greater New York Metropolitan Area; henceforth, the Association of College and Research Libraries/New York Chapter (ACRL/NY). The Greater Metropolitan area is understood to include the five boroughs of New York City, the Long Island counties of Nassau and Suffolk, and the counties in Westchester and the Lower Hudson valley.

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### Article II: Objective

The organization is organized exclusively for charitable, scientific literary and educational purposes, including without limitation the encouragement of cooperation among the college and research libraries of the Greater Metropolitan area; the promotion of the professional welfare and status of college and research librarians; the encouragement of local participation in national issues concerning academic and research libraries and librarianship; and the advancement of standards of library service in the academic and research libraries of this region. The association is not organized for pecuniary profit or for financial gain and no part of its assets or net earnings shall be distributed to, or inure to the benefit of, its members, officers, or any other private individual. Reasonable compensation, however, may be paid for services rendered to or for the association in furtherance of its purposes. Notwithstanding any other provision of this constitution, the association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its charitable, scientific, literary or educational purpose.

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### Article III: Relationship to ALA ACRL

This organization is an affiliate of the Association of College & Research Libraries, a division of the American Library Association; henceforth referred to as ALA ACRL. The Constitution and Bylaws of ALA ACRL, to the extent that they are applicable, take precedence over the constitution and Bylaws of ACRL/NY.

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### Article IV: Membership

Membership in ACRL/NY is open to all persons willing to meet the Chapter's dues obligations as provided in the ACRL/NY Bylaws, and interested in the concerns of academic and research libraries and librarians. There are five classes of member in ACRL/NY:

1. *Personal members who are current members of ALA ACRL.*
2. *Personal members who, though not current members of ALA*

ACRL, are current members of a New York state or local academic or research library association (e.g., Westchester Library Association College Section; Library Association of the City University of New York; New York Chapter of the Special Libraries Association; Academic and Special Libraries Section of the New York Library Association; College Library Section of Nassau County Library Association, etc.)

*3. Personal members who are not members of ALA ACRL or of a New York state or local academic or research library association.*

*4. Personal members who are currently students in schools of library and information science.*

*5. Institutional members.*

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## Article V: Sections

There shall be three sections of ACRL/NY: The New York City Section, the Long Island Section, and the Westchester/Lower Hudson Section. A member of ACRL/NY may join any (but only one) of the three Sections.

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## Article VI: Officers

### *Section 1, Elected Officers.*

Elected officers of the Chapter shall be: a President, a Vice-President/ President Elect, a Recording Secretary, a Treasurer, a Chairperson of each of the three Sections, and a Vice Chairperson-Elect of each of the three Sections. All elected officers shall be members of ALA ACRL and of ACRL/NY.

### *Section 1A, Appointed Officers.*

Appointed officers of the Chapter shall be the Membership Secretary, Chapter Newsletter Editor(s), Chairs of Discussion Groups, Archivist, and ACRLNY-L/Website Technical Advisor. Officers may be appointed by the President of the Chapter with the advise and consent of the Executive Board. All appointed officers shall be members of ALA ACRL and of ACRL/NY.

### *Section 2, Terms.*

The President, Vice President/President Elect, and Chairpersons/Vice Chairpersons Elect of the three Sections shall be elected from the membership of ACRL/NY and shall serve for one year or until their successors are elected and qualified. The Recording Secretary shall be elected from the membership of ACRL/NY and shall serve for two years or until a successor is elected and qualified. The Treasurer shall be elected from the membership of ACRL/NY and shall serve for three years or until a successor is elected and qualified.

The appointed officers shall be appointed by the President of the Chapter and shall serve for one year with continuous reappointment by the ACRL/NY President at the discretion of the ACRL/NY president.

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## Article VII: Executive Board [formerly Board of Directors]

The voting members of the Executive Board of ACRL/NY shall consist of the President, the Vice President/President Elect, the Recording Secretary, the Membership Secretary, the Treasurer, the Immediate Past President, and Chairpersons of the three Sections. The Vice Chair person/ Chairperson Elect of the three Sections, the Newsletter Editor(s), the ACRLNY-L/Website Technical Advisor, and Archivist shall be non-voting members of the Executive Board. The Board shall meet regularly throughout the year and voting members shall attend at least two thirds of all Board meetings.

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## Article VIII: Duties of Officers and the Executive Board

### *Section 1, Duties of the Executive Board*

The Executive Board shall work together to carry out the objectives of ACRL/NY. The Board shall meet regularly to plan, promote, review, and evaluate activities of the Chapter, its Sections and Discussion Groups. The Board shall both solicit and receive suggestions for activities from ACRL/NY members, and shall act on requests for events sponsored by any ACRL/NY unit. It shall conduct all business pertaining to the Chapter, and have authority to make decisions for the Chapter during periods between Chapter meetings.

### *Section 2, Duties of the President*

The President of ACRL/NY shall be the official spokesperson for the Chapter; shall be the chairperson of the Executive Board; shall have authority to appoint standing and, as appropriate, ad hoc committees; shall have authority to appoint interim elected officers in the event of an unexpected vacancy; shall prepare an annual report of ACRL/NY activities for forwarding to ALA ACRL headquarters and for the Chapter records and membership; and shall undertake those other duties customarily associated with the post of President.

### *Section 3, Duties of the Vice President*

The Vice President/President Elect shall serve in the absence of the President; shall coordinate the activities of ACRL/NY and its three Sections, its committees, and its Discussion Groups; shall chair the ACRL/NY Annual Symposium Planning Committee; and shall undertake other duties customarily associated with the post of Vice President/ President-Elect. The vice-president may choose a symposium co-chair and chair(s) of the nomination committee.

### *Section 4, Duties of the Recording Secretary*

The Recording Secretary shall prepare and distribute minutes of the Executive Board meetings to this Board; shall be responsible for the maintenance of Chapter records; shall assist the President and other officers in carrying out their duties; shall give continuity and coordination to the Chapter's efforts; and shall undertake those other duties customarily associated with the post of Recording Secretary.

### *Section 5, Duties of the Treasurer*

The Treasurer shall handle the financial matters of the Chapter; shall prepare an annual Treasurer's Report for inclusion in the Chapter records; shall assist the President and other officers in carrying out their

duties; and shall undertake those other duties customarily associated with the post of Treasurer.

### ***Section 6, Duties of the Geographic Section Chairperson***

Each of the 3 geographic section chairpersons shall communicate the activities of its geographical membership to the ACRL/NY Executive Board; shall serve as liaison between the Executive Board and represented Section; shall assist in promoting and implementing the Chapter's goals and activities at the local level of the Section; shall assist the President and other officers in carrying out their duties; and shall undertake those other duties customarily associated with the post of geographic section chair.

### ***Section 7, Duties of the Membership Secretary***

The Membership Secretary shall handle the registration and confirmation of all new and renewing members of the Chapter; shall handle requests for loan or sale of the ACRL/NY membership mailing list, including first seeking approval of the Executive Board; shall conduct the annual membership drive early in the calendar year and its related promotion and publicity; shall assist the President and other officers in carrying out their duties; and shall undertake those other duties customarily associated with the post of Membership Secretary.

### ***Section 8, Duties of the ACRL/NY Newsletter Editor(s)***

The Newsletter Editor(s) shall, in consultation with the Executive Board, solicit articles, edit, publish and distribute the quarterly newsletter to Chapter members, to ALA ACRL Chapter Topics, to ALA ACRL Board of Directors; shall coordinate any print, electronic or archival dissemination of the Newsletter with the ACRLNY-L & Website Technical Advisor and Treasurer; shall assist the President and other officers in carrying out their duties; and shall undertake those other duties customarily associated with the post of Newsletter Editor(s).

### ***Section 9, Duties of the ACRLNY-L & Website Technical Advisor and Other Electronic Venues*** [added section]

The Technical Advisor shall promote, maintain and ensure access to the ACRL/NY listserv and website; shall assist all users of the listserv and website; shall coordinate the timely posting of messages, events, etc.; shall assist the President and other officers in carrying out their duties; and shall undertake those other duties customarily associated with the post of Technical Advisor.

### ***Section 10, Duties of the Archivist***

The Archivist shall organize and maintain the archives of ACRL/NY and house the records.

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## **Article IX: Committees and Discussion Groups [formerly Interest Groups]**

Committees of ACRL/NY may be authorized and Discussion Groups organized as provided by the Bylaws of the Chapter.

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## **Article X: Meetings/Programs**

### ***Section 1, General Membership Meetings***

ACRL/NY shall hold a minimum of one general membership meeting per year at a time and place to be determined by the Executive Board (e.g., as part of the Annual Symposium). Other general membership meetings may be called at the discretion of the Executive Board.

### ***Section 2, Section Meetings/Programs***

A minimum of one meeting per year of each of the 3 Sections shall be called by the Chairperson of the specific Section.

### ***Section 3, Discussion Groups Meetings/Programs***

A minimum of 2 meetings or programs (e.g., speaker presentation, workshop, library tour) per year of any Discussion Group shall be called by the Chairperson of the specific Discussion Group.

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## **Article XI: Amendments**

### ***Section 1, Amendment of the Constitution***

All proposals for amending the Constitution of ACRL/NY shall be referred to the Executive Board. A proposed amendment shall become effective when it shall have been approved by a majority of the members of the Board present and voting at two consecutive meetings held no less than two months apart, followed by ratification by the general membership of ACRL/NY either by a vote-by-mail or a majority of the members present and voting at a general meeting of the Chapter. At least one month's written notice shall be given to the general membership of the text of the proposed amendment(s) before final consideration.

### ***Section 2, Amendment of the Bylaws***

Bylaws may be amended by a majority vote of the general membership of the Chapter attending a general meeting or casting ballots in a vote-by-mail, provided that notice of the proposed changes has been disseminated not less than one month before final consideration.

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