

## **VI. CHAPTERS**

(Section of the constitution and by-laws applicable to this section: II A, VIII.)

### **VI. A. PURPOSES OF CHAPTERS**

- 1) To promote cooperation among music librarians and among libraries within a given region.
- 2) To provide a forum for discussion of library matters, some of which may be more specific or more regional in nature than those on programs at national meetings.

### **VI. B. GUIDELINES FOR ESTABLISHING CHAPTERS**

Members of the Association in any locality may establish a chapter upon approval of the Board of Directors. The members planning the formation of a chapter indicate their intention to the Vice-President/Past President who conveys it to the Board on their behalf. The business office can provide a list of members in the region specified and this list can serve as the new chapter's first mailing list. Subsequently, the chapter may seek to increase its membership by communicating with other persons in its area who are not members of the Association.

The first meeting may be organizational so that the chapter's objectives and policies can be defined.

### **VI. C. GENERAL REQUIREMENTS AND POLICIES**

Though chapter Chairs must be members of the Association, other members need not be either individual members of the Association or official designees to the Association from their institution. Individuals may join more than one chapter. Each chapter must have at least two officers, a Chair, who must be a member of the Music Library Association, and a Secretary. No term of office may be longer than two years. The chapter decides whether incumbents may succeed themselves.

Chapters adopt their own rules or by-laws in consonance with the Constitution and By-laws of the Association (included should be clauses similar to articles IIB and XII, which protect their potential for tax-exempt status) and with such guidelines as may be provided by the Board of Directors.

Chapters may assess annual dues to cover expenses connected with chapter activities.

In addition to holding meetings, the chapters may engage in any activities which conform to the purposes of the Association as set forth in Article II of the Constitution and By-laws and to such guidelines as may be approved by the Board.

A report of chapter activities and a list of chapter officers should be submitted annually to the Vice-President/Past President by the date specified in the official calendar. The report should be in a form appropriate for publication.

Any changes in chapter officer information should be submitted quarterly to the Vice-President/Past President as per the schedule published in the MLA official calendar.

Changes to a Chapter's by-laws, structure, or chair and a description of gross income over \$25,000 must be reported to the Treasurer annually by the date specified in the official calendar in order to retain the Chapter's tax-exempt status with the IRS.

#### **VI. D. SOME PRACTICES FOLLOWED BY VARIOUS CHAPTERS**

The frequency and length of meetings are decided locally and are determined by such considerations as the size of the geographical area encompassed by the chapter, travel time necessary to come to meetings, availability of meeting facilities, and personal schedules of individual participants. Chapters meet at least once a year. Meetings may be held in conjunction or simultaneously with those other library associations or with professional associations representing interests similar to those of MLA. A modest registration fee is often charged for chapter meetings to help defray their expenses.

#### **VI. E. CHAPTER PUBLICATION POLICY**

Each Chapter Chair, or his/her representative, keeps the Chair of the Publications Committee of the Association informed of Chapter projects that may result in publications. The Chair of the Publications Committee, in turn, serves as a liaison with the Board of Directors regarding chapter publications along with the Vice-President/Past President, who has general responsibility for liaison between the Board and chapters.

As chapters formulate plans for publications, the Publications Committee is available for advice and consultation, especially as to whether a proposed publication might be suitable for national rather than regional release and distribution. The Chapter Chair sends a final draft copy of each proposed publication to the Chair of the Publications Committee, indicating when publication is expected and the proposed price to be charged. After release, a copy of each publication is sent to the Vice-President or Past President, the archives and the Executive Secretary/Treasurer. Copies or news of publications may be sent to the editors of *NOTES* and the *MLA Newsletter*.

Chapters may recover the full editorial, production, and distribution costs of publications. A reasonable additional sum may also be included in the price to help underwrite future editions or other publications.

Chapter newsletters, announcements of meetings, and the like are exempted from the regulations above. Copies of such releases however are routinely sent to the President, Vice-President/Past President, Treasurer/Executive Secretary, Archives, and editors of the *MLA Newsletter* and *NOTES*.

## **VI. F. CHAPTER GRANTS**

All chapters may apply for funding from the national organization. They should apply to the chapter liaison (Vice-President/Past President) by the publicized deadline. The chapter liaison will present the applications to the Board of Directors for consideration at its June meeting. When grants of support are made to a chapter, the excess of the grant over the amount expended need not be reimbursed to the national organization but may be used by the chapter for projects of a similar nature. The chapter must provide a written report to the Board on how the entire grant was used.

## **VII. ROUNDTABLES**

Roundtables are assemblies of members of the Association that convene at the Association's annual meeting to exchange ideas on topics not specifically addressed by the committees of the Association. A list of existing roundtables may be found in the MLA Administrative Structure.

### **VII. A. AUTHORIZATION**

The President may authorize the establishment of a roundtable for a period of 4 years after receiving letters of support from six members in good standing of the Association identifying a common area of concern. Application for a roundtable can be made at any time during the year with the term of the roundtable beginning at the end of the annual meeting. Renewal of the authorization for another four years also requires six letters of support from members in good standing. The letters, not e-mails, are due to the President by February 1 of the year of expiration. The President may dissolve a roundtable at any time, if it appears that it no longer serves a need or that a committee of the Association could carry on its work more effectively. A roundtable which has not been renewed may again be authorized after a hiatus of a least one year following the same guidelines for the establishment of a new roundtable.

### **VII. B. STRUCTURE**

Each roundtable is led by a Coordinator appointed by the President in consultation with the Board and other parties as appropriate. The Coordinator serves no more than four consecutive years unless an exception is made by the President. Normally there are no other officers and no specified membership. However, the Coordinator and the President may agree to adopt an alternative form of organization.

### **VII. C. MEETINGS**

Roundtable meetings and other roundtable activities may be announced in the *MLA Newsletter* and listed in the program of the annual meeting.

### **VII. D. PROJECTS**

Roundtable activities should not include formal projects. A roundtable Coordinator must consult with the Board to ensure that any project is consistent with the goals and programs of the

Association. Funding may be made available by the Board for selected roundtable projects. Requests for funding should be submitted to the Fiscal Officer no later than four weeks before the May/June Board meeting.

#### **VII. E. ANNUAL REPORTS**

Roundtable coordinators are responsible for submitting summaries of conference activities to the *MLA Newsletter* editor for inclusion in one of the three issues that follow the annual meeting. The report should summarize the content of meetings, the attendance, and plans for future meetings and activities.

#### **VII. F. PUBLICATIONS**

As a general rule, roundtables are discouraged from issuing separate newsletters.

#### **VII. G. BOARD LIAISON**

The Board member with assistant report gathering responsibility will act as the liaison between the Board and the roundtable coordinators, and will schedule a meeting with the coordinators. The Board liaison is charged with maintaining the list of current Roundtable Coordinators, and sending any changes to the list to the Treasurer/Executive Secretary.