

International Association of Armenian Librarians and Archivists BYLAWS

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ARTICLE I. NAME AND NATURE

Section 1. Name

The name of the organization shall be the International Association of Armenian Librarians and Archivists (IAALA).

Section 2. Nature

IAALA facilitates networking and education among librarians, archivists, and other information professionals who work with Armenian collections. The organization is nonprofit and is run under the auspices of the Society for Armenian Studies (SAS).

ARTICLE II. PURPOSE

The purpose of IAALA is to:

- Support the development of standards for the profession and the education of library and archival specialists working with Armenian materials,
- Provide a platform for the global mapping of Armenian collections,
- Promote collaboration and open dialogue among information professionals and collection managers in the Republic of Armenia and elsewhere,
- Encourage resource sharing between institutions stewarding Armenian collections, especially in facilitating the acquisition of materials and the development of best practices and bibliographic control,
- Cooperate with other library and area organizations in projects of mutual concern and benefit,
- Promote awareness and engagement with the information professions, particularly among Armenian communities and young people,
- Promote diversity, inclusion, and the integration of Armenian librarians and archivists within the broader library and archives professions,
- Promote research in and development of indexing and automated techniques as applied to Armenian materials, and
- Facilitate communication among its members through meetings and publications.

ARTICLE III. MEMBERSHIP

Section 1. Membership

As IAALA is a part of SAS all SAS members are IAALA members. Membership is open to anyone who has worked with or is interested in Armenian collections.

Section 2. Application for Membership

Prospective members shall apply for Membership through the SAS website. Membership becomes active upon payment of dues.

Section 3. Privileges of Members

Members who have paid their annual dues are considered to be in good standing. Members are entitled to:

- Attend all annual meetings of the Association,
- Participate in discussions and programs,
- Attend committee meetings not designated as closed,
- Serve on committees, be nominated and elected as officers of the Association, and vote in elections and meetings, and
- Receive or have access to all communications and publications of the Association.

Section 4. Dues

Members are required to pay annual dues as voted on by a simple majority of SAS Members.

Membership Categories:

Student: \$25 per year

Retired: \$25 per year

Regular: \$50 per year

Armenia/Middle East [regional]-TBD

Supporting: \$100 per year

Institutional membership: \$500 per year

Section 5. Terms of Membership

All members, including retirees and students, may be required to pay event registration fees as determined by the Director-Elect/Program Chair and Secretary and approved by the Executive Board. Registration fees can be adjusted by a simple vote of the Executive Board when necessary. Notice for payment of registration fees shall be sent to the membership by SAS, or IAALA, if the event is organized by Association.

ARTICLE IV. ORGANIZATION

Section 1. Officers

The offices of the Association are elected positions and shall consist of the following:

A. Director, whose duties shall include:

1. Operating and managing the association in accordance with its Bylaws and governing documents,
2. Chairing meetings of the Executive Board and general membership meetings of the Association,
3. Setting preliminary agendas for the Executive Board meeting and the annual meeting and distributing them to the Board for final approval,
4. Regularly contacting and maintaining good communication among Executive Board members and committee chairs about the status of projects, meeting at least once during their term with the chair of every committee.
5. Facilitating the election of new members to fill vacancies in the Executive Board,

6. Presenting an Annual Report to the Association at the Annual Business Meeting detailing activities of the Association and Executive Board,
7. Providing timely input and advice on issues, proposals, and activities brought to, and developed by, the Executive Board and committees,
8. Promoting the activities and mission of the Association to its members and to other organizations,
9. Acting as the first official spokesperson and point of contact for the Association, especially in the event of a crisis, and representing it on appropriate occasions or in correspondence as necessary, and
10. Representing IAALA at meetings of the Society of Armenian Studies.

B. Director-Elect, whose duties shall include:

1. Chairing the Programs Committee (Chairship will be limited to this committee),
2. Overseeing the logistics for the annual meeting and organizing the schedule,
3. Working with the Secretary to contact donors to help underwrite the cost of the annual meeting,
4. Chairing the meetings of the Association in the absence of the Director, and
5. Carrying out other duties as delegated by the Director.

C. Most Immediate Past Director, whose duties shall include:

1. Serving as a member on the Executive Board and
2. Advising the incoming Director on any responsibilities related to the role.

D. Secretary, whose duties shall include:

1. Recording and submitting the minutes of all meetings of the membership and Executive Board to all members via the Association listserv, website, and by submission to SAS,
2. Maintaining the membership database in coordination with the SAS secretary,
3. Carrying on the correspondence of the Association,
4. Liaising with SAS Treasurer to manage Association finances,
5. Working with the Director-Elect and Executive Board to establish and solicit registration fees for the annual meeting, and
6. Collecting, setting, and distributing agendas for Executive Board meetings and the annual meeting.

E. Editor, whose duties shall include:

1. Managing the publications of the Association.

F. Communications Manager, whose duties shall include:

1. Managing the Association listserv, setting its policies in consultation with the Executive Board, and sending periodic reminders of list guidelines to subscribers,
2. Liaising with Armenian book vendors for possible collaborations, and
3. Serving as backup to the Webmaster.

G. Webmaster, whose duties shall include:

1. Administering the Association website's front-end interface, back-end hosting, and cyber security,
2. Taking editorial responsibility for the content, quality, and aesthetic of the site,
3. Updating information on the website as necessary,
4. Serving as a member of the Web and Social Media Committee,
5. Administering the Association's page on the SAS website, and
6. Serving as backup to the Communications Manager.

H. Members at Large (two), whose duties shall include:

1. Representing the membership in Executive Board decisions,
2. Serving as chair of the Bylaws Committee (applies to the senior member at large),
3. Carrying out other duties as required by the Executive Board, and
4. Representing membership from Armenia (one member at large).

I. Liaisons (two), whose duties shall include:

1. Managing communication and collaboration between the Association and its affiliated organizations, the Society of Armenian Studies (SAS) and the Association internationale des études arméniennes (AIEA) (one member representing one organization), and
2. Serving as a non-voting member of the Executive Board.

Section 2. Executive Board

The Executive Board shall consist of the officers of the Association. It shall meet prior to each annual meeting of the Association to prepare the agenda, and act on any necessary business during

its term, at the call of the Director or by a majority of its members. Such meetings shall be convened by the Director. Two thirds of the Executive Board shall constitute a quorum.

The Executive Board shall approve the selection of committee chairs for established committees and approve the creation of new committees.

Section 3. Election of Officers

Offices eligible for election must be announced 30 days before each annual meeting. The final slate must be announced 15 days prior to the annual meeting. Nominations and self-nominations from the membership will be accepted until the announcement of the final slate. Nominees must be members with good standing.

Election to all Offices shall commence 3 days prior to the annual meeting, and conclude 1 day before the meeting. Position announcements, nominations, and elections shall be conducted electronically. The election shall be by secret ballot. Members may choose to vote for write-in candidates.

Ballots will be preserved for a period of sixty days to allow for a recount if called for. After this period, ballots will be destroyed. The nomination and election process shall be conducted by the Nominating Committee.

Section 4. Terms of Office

The Director shall serve for one year and then become the Most Immediate Past Director for one year. The Director-Elect shall serve for one year and then become the Director. The Secretary, Editor, Communications Manager, and Webmaster may serve for an unlimited number of three-year terms. The two Members at Large shall serve for two years, with one being elected at each annual meeting. During their terms of office, all officers shall constitute the Executive Board. Liaisons may serve indefinitely, as long as they are active with the affiliated organization.

Three unexplained absences from the meetings will trigger a vote for removal from office.

Section 5. Compensation

Officers shall not receive financial compensation for their services.

Section 6. Resignation of Officers

Any Officer may resign at any time. The Executive Board will appoint any member in good standing to serve the remaining portion of the term for a vacant office. If a vacancy occurs in the Office of the Director, the Director-Elect will assume the office immediately and serve until a new Director is appointed. If a vacancy occurs in the Director-Elect's position, it will be filled by

the appointment of an ad interim, who shall serve until a new Director-Elect is appointed. The ad interim Director-Elect will be appointed by the Executive Board.

Section 7. Committees

I. New committees

Any member in good standing can propose a committee. The proposal must be sent to the Executive Board, which will consider whether to approve the committee. If the committee is initiated, it is responsible for creating a committee charter.

II. Membership

Committees must consist of a minimum of three people. The Chair of each committee is appointed by the Executive Board, which may also appoint a Co-Chair. Chairs are expected to guide the committee and to work with the members to develop necessary project plans and meeting agendas. Members are chosen by the Chair, who issues a call for membership via the Association's listserv.

III. Structure

Committees may form sub-committees or working groups to address specific interests within their purview.

IV. Reporting

The names of the members of each committee and their terms of office shall be posted on the Association's website. This information shall be updated yearly. Each committee is responsible for presenting an annual report of its activities at the annual meeting, which will then be posted on the website.

V. List of permanent standing committees:

A. The Archives Committee creates procedures for the description and preservation of archives.

B. The Bylaws Committee revises and updates the organization's bylaws.

- C. The Cataloging Committee works on matters related to descriptive and subject cataloging and classification.
 - D. The Endangered Libraries and Archives Committee is responsible for raising awareness of and advocating for shared standards and disaster preparedness for endangered libraries and archives in Armenia and diaspora.
 - E. The Nominating Committee seeks nominations for officers and oversees the election process.
 - F. The Outreach Committee is responsible for engaging and strengthening collaboration between Armenian-speaking librarians and archivists.
 - G. The Programs Committee manages the annual meeting and organizes programs and events.
- A. The Web and Social Media Committee administers the Association's website and social media platforms.