

# WILIUG BYLAWS

## **ARTICLE I.           Name.**

The name of the organization shall be the Wisconsin/Illinois Innovative Users Group (WILIUG).

## **ARTICLE II.           Purpose & Function.**

WILIUG's role is to facilitate communication and help create learning opportunities for its members, both online and in-person, on any aspect of the Innovative Interfaces automated library system. The group exists to help members share their experiences, frustrations, ideas and training materials. To this end, WILIUG members hope to develop professionally and be able to make the best possible use of Innovative products.

## **ARTICLE III.         Members.**

### **Section 1.        Membership.**

WILIUG membership is open to any institution throughout Wisconsin and Illinois, as well as other neighboring states, using any module of the Innovative Interfaces integrated library system. The main focus of WILIUG's membership lies with libraries from *Southeastern Wisconsin and Northern Illinois*.

### **Section 2.        Rights and Privileges.**

Each member institution shall assign one person as the designated contact for WILIUG.

Any person currently employed by a member institution may participate in WILIUG activities at the member rate, hold office, serve on committees or working groups and engage in debates on WILIUG policies.

Any person currently employed by a member institution may cast one vote on any issue or election presented to the WILIUG group.

Nonmembers are welcome to attend any open meetings and participate in programs and discussion.

## **ARTICLE IV.         Membership Fees.**

All WILIUG members shall pay an annual membership fee set by the Steering Committee. This fee is *per library meaning individual branch libraries and individual libraries within a consortium need to pay a separate fee for membership. Any consortia office needs to pay for a separate membership as well.* The institution fee covers any and all interested staff from that library.

Members who do not renew their membership and pay the membership fee by September 15 will be suspended from membership. They will be immediately reinstated upon payment of the WILIUG membership fee.

## **ARTICLE V.         Fiscal Year.**

The fiscal year shall be July 1 through June 30.

## **ARTICLE VI.         Steering Committee & Members-at-Large.**

### **Section 1.        Terms of Office & Vacancies.**

The leadership of WILIUG shall be a **Steering Committee** composed of six members: *a Chair, a Vice Chair/Chair-Elect, a Past Chair, a Secretary, a Treasurer and a Membership Chair*. In addition, there will be at least *two Members-at-Large* who are responsible for planning two WILIUG meetings annually, working with the Steering Committee.

All Steering Committee members and Members-at-Large will serve two-year terms with the exception of the Past Chair who will serve a one year term: Other members will follow these specifications:

The Chair-Elect serves one year as Chair-Elect, one year as Chair.

The Secretary and Membership Chair and one of the Members-at-Large will have their terms expire in the odd years.

The Treasurer and other Members-at-Large will have their terms expire in the even years.

The start date for all offices will be July 1.

The decision to hold a special election or to appoint a member to fill a **mid-term vacancy** on the Steering Committee or its Members-at-Large is at the discretion of the current Steering Committee. (See **Article VIII. Voting** for information on the general election process for the WILIUG Steering Committee and its Members-at-Large.)

## **Section 2. Duties of the Steering Committee**

It shall be the duty of the Steering Committee to set the amount of the annual membership fee.

It shall be the duty of the Steering Committee to annually assess the status and work of all WILIUG Working Groups and Committees, and then assign tasks to these to these groups as needed.

It shall be the duty of the Steering Committee to vote and decide when any working groups or committees should be dissolved.

## **Section 3. Duties of the Chair.**

This officer is in charge of coordinating all activities of the WILIUG group. She/he will

- a. Serve as the main contact for WILIUG and oversee all of its major events.
- b. Preside at the annual and special meetings of WILIUG and at the meetings of the WILIUG Steering Committee.
- c. Work closely with the Chair Elect in all areas of WILIUG organization and planning.
- d. Communicate information to WILIUG members.
- e. Report on the status of WILIUG activities at WILIUG business meetings.
- f. Appoint, with the approval of the Steering Committee, working groups or special committees as needed to carry out the purposes of the organization. This includes the appointment of any members to maintain and monitor the WILIUG web page and the WILIUG listserv.
- g. Turn over all Chair records and files to the next Chair-Elect.
- h. Complete the State of Wisconsin Annual Report for WILIUG at the end of each fiscal year providing the name of the incoming Chair and including the incoming Chair's institutional address as the "current principal WILIUG address." (Added 6/23/2009)

## **Section 4. Duties of the Chair-Elect.**

This officer agrees to serve as the next Chair of WILIUG. She/he will

- a. Assist the Chair in all areas of WILIUG organization and planning.
- b. Serve as the main planning contact for the two annual WILIUG meetings.
- c. Complete other assignments as delegated by the Chair.

- d. Perform the duties of the Chair in the event of the Chair's temporary disability or absence, or if the Chair becomes ineligible to hold office.
- e. Turn over all Chair-Elect records and files to the next Chair-Elect. In the event the next Chair-Elect has not been identified, and the current Chair-Elect is leaving office, she/he will turn over all relevant records to the Chair.
- f. Assist the Treasurer in completing all the appropriate state and federal tax forms at the end of each fiscal year (Added 6/23/2009)

**Section 5. Duties of the Past Chair.**

This officer is the person who last held office as Chair immediately prior to the current WILIUG Chair. She/he will

- a. Serve in an advisory capacity to the current WILIUG Chair and to other Steering Committee members.
- b. Support the Chair and the Steering Committee in transition by carrying out any outstanding projects that the Steering Committee deems appropriate.
- c. Respond to questions about any past Chair activities or reports which occurred during the Past Chair's tenure as Chair.
- d. Perform other tasks as assigned by the Chair.

**Section 6. Duties of the Treasurer.**

This officer is in charge of managing the bank account(s) of WILIUG. She/he will

- a. Collect membership applications and dues.
- b. Accurately record paid and unpaid members.
- c. Communicate membership names, payments and designated contacts to the Membership Chair.
- d. Collect other monies from institutions or individuals as required.
- e. Make deposits to the WILIUG bank account.
- f. Maintain accurate financial records of all monies received and expended.
- g. Make any payments on behalf of the WILIUG
- h. Report on all financial activity of the organization to the Steering Committee
- i. Turn over all Treasurer records and files to the next Treasurer. In the event a next Treasurer has not been identified, and the Treasurer is leaving office, she/he will turn over all relevant records to the Chair.
- j. Complete all appropriate state and federal tax forms at the end of each fiscal year with the help of the Chair-Elect (Added 6/23/2009)

**Section 7. Duties of the Secretary.**

This officer is in charge of maintaining and managing all record-keeping of the WILIUG Steering Committee. She/he will

- a. Accurately record minutes for all WILIUG Steering Committee meetings.
- b. Distribute meeting minutes in a timely manner to WILIUG members and to the WILIUG web contact for him/her to post on the WILIUG web page.
- c. Make corrections to current minutes or any documents generated by the Steering Committee as needed.
- d. Prepare and distribute mailings to the membership as needed, working with the Membership Working Group (if it is in existence) and/or appointing a member to assist when necessary. This task includes distribution of mailings prepared by other Steering Committee members.
- e. Turn over all Secretary records and files to the next Secretary. In the event a next Secretary has not been identified, and the Secretary is leaving office, she/he will turn over all relevant records to the Chair.

## **Section 8. Duties of the Membership Chair.**

This officer is in charge of recruiting and keeping track of WILIUG's institutional members. She/he will

- a. Compile and maintain a list of members.
- b. Communicate the complete membership list to the Chair.
- c. Report on the status of membership at WILIUG business meetings.
- d. Oversee the recruiting of new members.
- e. Develop and maintain the annual membership form.

## **Section 9. Duties of the Members-at-Large.**

It shall be the duty of the Members-at-Large, working in consultation with the Steering Committee, to plan and coordinate WILIUG programs, including the Spring and Fall meetings.

## **ARTICLE VII. Working Groups & Special Committees.**

A Communications Working Group will be responsible for maintaining the WILIUG listserv as well as its web site. Members of this working group will report to the Chair.

A Membership Working Group will set up and complete tasks to help attract and retain WILIUG members. Members of this working group will report to the Membership Chair.

The Steering Committee shall create and dissolve the above and any other Working Groups, or Special Committees, as necessary for the business of the organization. Membership of these additional committees and working groups shall be solicited and/or appointed by the Steering Committee. Members shall serve to the completion of an appointed task.

## **ARTICLE VIII. Voting**

### **Section 1. Steering Committee & Members-at-Large.**

Each year, the Chair will solicit volunteers from all WILIUG members for any *open* positions within the Steering Committee and Members-at-Large. He/she will do so **at least 60 days** prior to the spring WILIUG meeting of that year. The Chair will work to fill open positions using available volunteers first. In the event of no response, the Chair will then actively recruit volunteers. It is also at the discretion of the Chair to decide whether an election will take place each year. In the event of an election taking place, the Chair will use whatever means he/she favors or will appoint a member to oversee the election **at least 30 days** prior to the spring WILIUG meeting of that year. The Chair will present the volunteer appointments or election results directly prior to, or at the spring WILIUG meeting of that year.

### **Section 2. Working Groups & Special Committees.**

The decision of whether to appoint members or to hold an election for open positions with any Working Groups or Special Committees is at the discretion of the Steering Committee. The protocol of any such election is also at the discretion of the Steering Committee. Information pertaining to any election, however, will be communicated to all WILIUG members in a timely manner.

### **Section 3 Changes and Amendments.**

Proposed changes or amendments to the bylaws will be brought to the Steering Committee in writing (electronic submissions are acceptable). The Steering Committee and Members-at-Large will review the proposed changes. The Chair will then bring the proposed change to the membership for discussion and

voting. A majority vote of the participating members will be required for passage of the change or amendment.

**Section 4. General Voting.**

Other issues may be brought up for a vote at the discretion of the Steering Committee.

**ARTICLE IX. Meetings.**

There will be at least *two annual WILIUG meetings*: a formal program held in the late spring following the national IUG Conference and an annual meeting held in the late fall.

The Steering Committee shall meet as necessary to conduct the day-to-day business of the organization.

**ARTICLE X. Miscellaneous.**

In the event that WILIUG disbands, any money will be evenly distributed to the existing member institutions at the time of disbanding.

**Adopted on 9/23/2004.**

**Amended and approved on 10/26/2004.**

**Amended again and approved on 7/19/2005**

**Amended again and approved on 7/20/2008**

**Amended again on 6/23/2009, and approved 9/8/2009**