

BYLAWS
ROLLING PRAIRIE LIBRARY SYSTEM

Preface: The Rolling Prairie Library System derives its authority for operation from the Illinois Library Systems Act, 75 ILCS 10/1-16.being Illinois Compiled Statutes.

ARTICLE I

Name

The name of the organization shall be Rolling Prairie Library System, hereinafter referred to as the System.

ARTICLE II

Objectives

The objectives of the System shall be to promote, foster, encourage and effectuate the improvement of library services and to serve all libraries in the Rolling Prairie Library System in accordance with the Library System Act Administrative Rules established by the Illinois State Library, hereinafter referred to as the Administrative Rules, for the administration of the Illinois Library Systems Act.

ARTICLE III

Membership

“Developmental Library Membership.” Category for a library which can meet the Definition of a “Library” as well as the Definition applying to their specific type of library as defined in the Administrative Rules, but cannot meet the Criteria for Full System Membership. A public library shall also meet either the financial requirements for state per capita grants to public libraries as stated in the Act or levy a tax that produces a revenue of \$6.00 per capita.

“Full System Membership.” Category for a library which can meet the Definition of a “Library” as well as the Definition applying to their specific type of library as defined in the Administrative Rules, and can additionally meet the Criteria for Full System Membership as defined in the Plan for System Cooperation.

ARTICLE IV

Application Requirement

An application for membership in the Rolling Prairie Library System shall meet the membership criteria, and shall include:

- A. A statement in writing that the institution applying for membership:
 - 1. Is a library and one of the types of libraries as defined in the Illinois Library Systems Act and in the Administrative Rules.
 - 2. Agrees to accept and to observe the provisions of the Illinois Library System Act, the Administrative Rules, the System's By-Laws, the Plan for System Cooperation, the Long-Range Plan of the System, and all other rules of the System.
 - 3. Agrees to honor the provisions of the Interlibrary Loan Code for Illinois.
 - 4. Will not reduce the financial and other support of its library as a result of the institution's membership in the System.
 - 5. Will supply to the Illinois State Library and to the Rolling Prairie Library System such evidence as either the Illinois State Library or the Rolling Prairie Library System reasonably may require from time to time for the evaluation and planning of library activities within the Rolling Prairie Library System and the State, and for the assurance that the provisions of the Illinois Library Systems Act, the Administrative Rules, the System's By-Laws, the Plan for System Cooperation, the Long-Range Plan of the System and all other rules of the System are being observed.

- B. A Profile Sheet on the applying institution's library resources and library budget.
- C. An Application for Membership in Rolling Prairie Library System signed by the governing authority of the applying library.

ARTICLE V

Action on Membership Application

Within 90 days after receipt of an application for membership in the Rolling Prairie Library System, the Board of Directors of Rolling Prairie Library System shall act upon the application:

- A. If the requirements for membership as provided in the Illinois Library Systems Act and the Administrative Rules as well as those application requirements for membership established by the Rolling Prairie Library System have been met by the applicant, the Board of Directors of Rolling Prairie Library System shall approve the application and submit the application to the Illinois State Librarian for approval.
- B. If, in the judgment of the Rolling Prairie Library System, the requirements for membership have not been met, the Rolling Prairie Library System concurrently will give written notice of that fact to the applicant and to the Illinois State Library. An institution whose application has not been approved may appeal the System's decision to the State Librarian.

ARTICLE VI

Suspension of a Library From Membership

The governing board of the Rolling Prairie Library System may suspend a library from membership in the System for failure to comply with the Illinois Library Systems Act, the Administrative Rules, the System's By-Laws, the Plan for System Cooperation of the System, the Long-Range Plan of the System, or all other rules of the System.

When the governing board of the System determines that a library member is not meeting the requirements of membership, it shall notify the library member and specify the requirements that are not being met. The library shall have 60 days to respond to allegations of the System Board. If the library member does not respond to the allegations made against it, or if its response does not satisfy the System Board that the library will meet the requirements for System membership within a specific time, the System Board may suspend it from System membership. The System Board shall notify the State Librarian immediately of its action for review as provided in the Administrative Rules. The State Librarian shall review the action of the System Board in suspending a member library within 60 days of receipt of notice of such action. If the State Librarian does not concur in the suspension of a member library by the System Board, he shall so inform the System Board and the library and shall furnish a written explanation of his decision. The suspension, then, shall not take effect.

During the period of suspension, a library cannot participate in any System services, and has no obligation to the System, except obligations specifically incurred prior to the date of the suspension. If the library does not re-establish its membership in the System within three years of the date of suspension, or if a library receives three suspensions within a period of three consecutive years, the State Librarian may terminate the library's membership in the System.

A library whose membership in a System is terminated shall return to the System administrative headquarters all library materials and equipment purchased with System headquarters funds and on deposit at such library.

ARTICLE VII

Transfer of Membership

A public library may transfer membership under the procedures set forth in the Administrative Rules.

ARTICLE VIII

Withdrawal

A library may withdraw from a System pursuant to the procedures as outlined in the Illinois Library Systems Act.

ARTICLE IX

Board of Directors

The System shall be governed by a Board of Directors numbering (9) Directors. No library shall be represented by more than one Director. All Board members must be eligible electors in the geographical area of the System. All Board members will be elected for a term of three years.

Five of the RPLS Directors shall be public library trustees of member participating libraries apportioned in the following manner: at least one Director shall be from a public library serving a population of 50,000 or more, and four shall be at-large Directors.

Four of the Directors shall be librarians of member libraries distributed as follows: one from an academic library, one from a school library, one from a special library and one from a public library.

The terms of the Directors shall start at the annual meeting at which the Board member is elected. Directors may serve no more than the number of years permitted by the Library Systems Act. Public library trustees must maintain membership on the board of a participating library. All other Directors must maintain a connection with the type of library they represent.

Vacancies may be filled by appointment by the remaining members of the Board. The appointee shall serve for the unexpired term of the Director replaced. Persons appointed must have the same qualifications as those elected, and represent the constituency of the vacant seat, except that if a person of the same library constituency is not available for appointment within thirty (30) days from the date of vacancy, the Board may appoint a qualified person representing any library constituency.

A Nominating Committee will be selected to oversee the election process for the multitype Board of Directors. Nominations will be solicited from each type of library to arrive at a list of candidates to fill the number of directorships required on the Board from that segment of the library community. In the event that there are two individuals from the same library nominated for different categories, it will be the responsibility of the Nominating Committee to resolve the issue before the ballot is presented.

A paper ballot especially related to library type (public, academic, school, special) will be prepared and distributed by the Nominating Committee. Each library will be entitled to cast one vote for nominees from its respective type of library. The ballots will be returned to the Nominating Committee prior to the Annual Meeting.

Non-attendance of a member of the Board of Directors for three consecutive meetings shall be a basis for declaring a vacancy. A Board member can be removed for excessive non-attendance by a majority vote of the Board of Directors.

The Directors of the System shall serve without compensation, but their actual and necessary expenses shall be a proper charge against the System fund. All Directors individually and as a body represent the entire System.

ARTICLE X

Duties of the Board of Directors

The Board of Directors of the System shall carry out the spirit and intent of the Systems Act and, in addition to the other power conferred by the Systems Act, shall have the powers as stated in the Illinois Library Systems Act.

ARTICLE XI

Officers

The Officers shall consist of a President, a Vice President, a Secretary, and a Treasurer elected at the Annual Meeting by the Directors from among their number. The officers shall be elected for a term of one year. No Board member shall serve in the same office (President, Vice President, Secretary, or Treasurer) for more than two consecutive years. A lapse of at least one year must occur before an individual having served two years would again be eligible to hold that same office.

The President shall preside at all meetings of the Board, appoint any necessary committees, be an ex officio member of all committees, and entitled to vote on such committee (except the Nominating Committee).

The Vice President shall preside at meetings in the absence of the President, and shall in case of the resignation of the President, assume the President's responsibilities until the election of a new President.

The Secretary shall have the responsibility for the records of the Board of Directors.

The Treasurer shall be chairperson of the Finance Committee which is the committee that recommends all bills for payment.

Should an office become vacant prior to the expiration of the term of that office, the Directors shall elect from their number an officer to fill the unexpired term.

ARTICLE XII

System Funds

Before entering upon the duties, the Treasurer shall be required to give a bond in an amount to be approved by the Board, but in no case less than the minimum amount specified in the Library System Act, conditioned that the Treasurer will safely keep and pay over upon the order of the Board all funds received and held by the Treasurer for the System. The funds of the Library System shall be deposited in a bank or banks designated by the Board of Directors and shall be expended only under the direction of such Board authenticated vouchers.

ARTICLE XIII

Meetings

The Board of Directors shall meet a minimum of nine (9) times a year to conduct the business of the System. There must be five (5) Directors present to constitute a quorum.

The annual meeting shall be held in July at which time the Board of Directors shall establish the meeting times. Special meetings of the Board of Directors may be called by the President or upon the request of three Directors, for the transaction of such business as shall be stated in such notice.

Should both the President and Vice President be absent from any meeting, the attending Directors shall choose, from among their number, a temporary presiding officer who shall be designated Chairperson Pro Tem.

All motions shall be decided on a recorded (roll call) vote.

ARTICLE XIV

Order of Business

The usual order of business at all regular meetings shall be:

1. Call to order
2. Approval of minutes
3. Reports of committees
4. Unfinished business
5. New business
6. Report of the Executive Director
7. Adjournment

ARTICLE XV

Committees

The President of the Board of Directors shall appoint committees as needed. Membership on committees shall be not less than three. Terms on committees are for one year or until such time as new appointments are made.

ARTICLE XVI

Records of the Board of Directors

All records and accounts of the System shall be kept in the custody of the Executive Director. All such records and accounts shall be open to the inspection and use of all members of the Board of Directors at all reasonable times.

ARTICLE XVII

Executive Director of the System

The Executive Director shall:

- A. Be responsible for carrying out the policies of the Board of Directors.
- B. Attend all Board meetings.
- C. Give notice of all meetings at the direction of the proper officer.
- D. Act with all standing and special committees.
- E. Be the Chief Administrative Officer.
- F. Have the general charge of the Rolling Prairie Library System in consultation with the Board of Directors.
- G. Certify all bills and money expended.
- H. Share with the Board the responsibilities for compliance with the Administrative Rules.

ARTICLE XVIII

Gifts

The Board of Directors may, at its discretion, accept gifts, donations or endowment funds for the System.

ARTICLE XIX

Amendments

The By-Laws may be amended at any special or regular meeting of the Board providing that written notice to the Board of the proposed amendment and the meeting date has been given ten (10) days prior to the meeting date. The written notice must include a copy of the amendment in the form to be considered. To amend the By-Laws the amendment must be passed by a two-thirds vote of all the Directors. That is, the amendment must be approved by six (6) Directors.

ARTICLE XX

Executive Committee

The President, Vice President, Secretary, and Treasurer shall constitute the Executive Committee. During the periods between Board meetings the Executive Committee shall have the power to take action necessary for the normal operation of the System subject to approval by the full Board.

ARTICLE XXI

Fiscal Year

The fiscal year of the System shall begin with July 1 and end with June 30.

ARTICLEXXII

Rules of Order

Robert's Rules of Order shall, in the absence of provision to the contrary herein, be observed in governing the transactions of the business of the System.

3/18/2008