

## User's Group BY-LAWS

Adopted September 16, 1997

Amended May 20, 1998

Amended March 11, 2003

Amended October 10, 2008

Preamble  
DEFINITIONS

Hereafter the following terms will be understood to hold these meanings:

RPLS - *Rolling Prairie Library System based in Decatur, Illinois*

LLSAP - *Local Library System Automation Project, specifically here the project based at and conjoined by Rolling Prairie Library System*

User's Group - *the RPLS LLSAP member libraries, including Rolling Prairie Library System*

Article I  
PURPOSE

The User's Group exists to set direction, policy and procedures for the operation of the LLSAP. The LLSAP exists to provide a technological means for shared access on a regional library system level, and to connect the regional database and member libraries to databases and libraries outside the region. As the hardware and database are owned by RPLS, the User's Group provides for the Executive Director of RPLS a mechanism for advise and consent on matters pertaining to the LLSAP.

Article II  
MEETINGS

The User's Group meets semiannually, during the months of April and October. Exceptions to this schedule shall be approved by the LLSAP Governing Board.

Article III  
MEMBERSHIP

Member libraries are public, academic, school (district or independent school), and special libraries, which are members in good standing of Rolling Prairie Library System and participate in the LLSAP by sharing costs according to the rates set and approved by the User's Group. Member libraries must pay the appropriate fees for membership promptly and maintain a current contract for membership with RPLS. Member libraries may each cast one vote during meetings of the User's Group. RPLS is also a member library, and thus may exercise one vote during meetings of the User's Group.

Article IV  
AUTHORITY

The Database and its hardware are owned by RPLS, and it is RPLS that enters into financial obligations and contracts on behalf of the User's Group. Full advise and consent of the User's Group is necessary for RPLS to obligate the User's Group financially and/or contractually.

Article V  
GOVERNING  
BOARD  
Composition

As the User's Group meets semiannually, it is possible that more immediate decisions may need to be made. For that reason, there is a Governing Board, which consists of:

- the Past President (non-voting)
  - the President (votes only in the case of a tie)
  - the VP/President-Elect (non-voting)
  - chairs of the standing committees (Finance, Policies, Database Standards, and Technology)
  - representatives from each of the four library types (public, school, academic, and special)
  - a representative of Lincoln Library in Springfield
  - a representative of Decatur Public Library
  - a representative of Rolling Prairie Library System (non-voting)
- No member library may occupy more than one voting position on the Governing Board.

Article VI  
GOVERNING  
BOARD  
Conduct

The Vice-President/President-Elect is nominated annually by a nominating committee chaired by the outgoing president. Other members of the nominating committee will be a school library representative, a public library representative, and a representative of either an academic or a special library.

At the October User's Group meeting during the even years, libraries shall briefly caucus by type to designate representatives to the Governing Board and the Nominating Committee. At the October meeting in odd years, the standing committees shall caucus to select a chair and vice-chair. Any one of the members may call a meeting when extraordinary circumstances require an immediate decision, and a special meeting of the full User's Group cannot be held.

Decisions made by the Governing Board are binding upon the User's Group. Any meeting of the Governing Board must be reported fully to the User's Group at its next regular or special meeting.

The term of office of officers (Past President, President, Vice President/President-Elect) shall commence and end in conjunction with the October User's Group meeting.

Article VII  
COMMITTEES

Standing committees are NETWORK POLICIES, DATABASE STANDARDS, FINANCE, and TECHNOLOGY. These committees are open to volunteers, and the chairs are elected to two-year terms by votes of their committees. Each chairperson must represent a different member library. Terms begin in October, after elections held biannually at the October meeting of the User's Group. Standing committees meet as necessary, but usually no less than once every four months. Ad hoc committees may be formed at the pleasure of the Governing Board.

Article VIII

Robert's Rules of Order, in the latest edition, shall serve as the

PARLIAMENTARY  
AUTHORITY

governing authority for all meetings of the User's Group and its committees, except that such rules shall not be in opposition to these by-laws.

Article IX  
DISSOLUTION

The User's Group may be dissolved only with a majority vote of the membership, and the approval of the Rolling Prairie System's Board of Directors. All unencumbered assets of the group would revert to control of Rolling Prairie Library System's Board of Directors.

Article X  
AMENDMENTS

These by-laws may be amended by vote of two-thirds majority of the members present. Proposed amendments should be distributed in writing to all members at least two weeks in advance of the meeting at which the proposed amendment will be voted upon.