

HUG Bylaws

ARTICLE I - NAME

The name of this not-for-profit organization shall be the Harrington Library User's Group, (HUG).

ARTICLE II - OBJECTIVES

The objectives of this organization shall be:

- A. To establish channels of communication and promote cooperation between this organization, among its members, and Harrington Library Consortium, hereafter referred to as HLC;
- B. To formulate, coordinate and recommend enhancements and priorities to HLC on behalf of the members;
- C. To provide a forum for members to discuss common problems and concerns and share information;
- D. To permit group participation in the decisions that will affect the use of services provided by HLC;
- E. To carry out any activity which HUG may deem proper to further these objectives.

ARTICLE III - MEMBERSHIP

The membership of HUG shall be solely comprised of institutions which have purchased the current HLC library system and which have a direct contract with HLC through their parent organization, institution, or government entity. HLC Council and the HLC Executive Director shall be ex-officio members. Each HLC institution will be assigned to one of the following interest groups: Public Library, School Library, or Other (Academics, Special, Museums, etc.).

Section 2 - Participants

Participants shall be welcome at all open, general meetings. They shall be confined to users from the membership of HUG and employees of HLC. They may participate in open discussion but shall not vote. The membership of HUG requests that a member of HLC Council and/or the HLC Director attend each membership meeting. Participants may serve as members of Interest Groups as stated in Article VIII, Section 2, of the Bylaws.

Section 3 - Termination of Membership

- A. Reason for termination shall be failure to meet the definition of a member of HUG as defined in Article III above;
- B. Termination of membership shall be upon a majority vote of the Executive Board of HUG;
- C. Terminated members shall forfeit all rights and privileges of membership;
- D. Membership shall be reinstated on approval of the Executive Board if reasons for termination are removed.

ARTICLE IV - DUES

- A. The annual dues shall be determined by the Executive Board with the approval of the membership
- B. Membership dues shall be due each November 1, after the new Treasurer has taken office;
- C. Members who fail to pay dues within 60 days of due date shall be notified in writing by the Treasurer, and shall have 30 days after notification date to submit payment. If payment is not received in that time, the Treasurer shall report nonpayment to the Executive Board.
- D. Only members who have paid their dues for the current year shall have voting privileges.

ARTICLE V - MEETINGS

Section 1 - Number of Meetings

- A. There shall be a meeting in the month of September, which shall be known as the annual meeting;
- B. There shall be a minimum of six meetings per year held at locations approved by the membership. Information or program meetings may be held by any group of users or by any Standing Committee or Interest Group, But no official business of HUG may be conducted unless called as a special membership meeting.

Section 2 - Quorum

A simple majority of the HUG general membership shall constitute a quorum.

Section 3 - Format of Meetings

- A. The order of business for HUG general membership meetings shall include, but need not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit;
 - 1. Determination of a quorum;
 - 2. Disposition of minutes of previous membership meeting;
 - 3. Review of written reports of any special and/or Executive Board meetings;
 - 4. President's report;
 - 5. Treasurer's report;
 - 6. Reports of Standing Committees;
 - 7. Reports of Interest Groups;
 - 8. Progress report of HLC;
 - 9. Unfinished business;
 - 10. New business;
 - 11. Adjournment.
- B. A majority vote of the HUG general membership present may determine that a meeting may in whole or in part be conducted in executive session during which time only voting delegates, as well as others designated by the HUG membership, shall be present.

Section 4 - Notification

The President shall notify all HUG members of the time and location of all HUG membership meetings. Such notification may be by electronic mail, at least 7 days in advance of meetings, if possible, and shall include a tentative agenda when possible.

Section 5 - Voting

- A. The governing body of HUG shall be known as the HUG general membership.
- B. Each licensed institution shall have 1 vote per membership fee per site.
- C. Voters shall be selected by each library using whatever criteria the library deems appropriate. Each library shall certify the name of their official representatives to the HUG secretary.
- D. A simple majority of the HUG membership may vote on matters brought before HUG.
- E. A simple majority of HUG membership shall decide a question. Voting may be by voice, show of hand, or ballot if requested or necessary;
- F. There shall be no proxy or write-in voting on issues to be decided during a general membership meeting. However, the Executive Board may, on other issues and when necessary, conduct a mail ballot to decide an issue;
- G. In the event that a voting representative is not able to attend a meeting or otherwise function on behalf of his or her organization, that voting representative shall designate to the Secretary, in writing, his or her alternate, prior to the meeting;
- H. A vote of the membership may be taken by electronic mail, if a meeting is not scheduled or a called meeting is not possible. A simple majority of HUG general membership will be needed to pass an electronic motion.

ARTICLE VI - OFFICERS

Section 1 - The President Shall:

- A. Be the chief officer of HUG;
- B. Give notice of all membership meetings of the User's Group at least 7 days in advance;
- C. Preside at the HUG meetings and at meetings of the Executive Board;
- D. Prepare the agenda for all HUG and Executive Board meetings and make arrangements for the meeting place;
- E. Call special membership meetings in accordance with Article V, Section 1 (B), of these Bylaws;
- F. Represent the membership to HLC as authorized by HUG;
- G. Create such Standing or Ad Hoc Committee or Interest Groups, as may be required by these Bylaws, by vote of the membership, by the Executive Board or as the President may find necessary. The President may determine committee size;
- H. Be an ex-officio member of all Standing and Ad Hoc Committees;
- I. Perform such duties as prescribed and/or required for the continued existence of this organization.

Section 2 - The Vice President/President Elect shall:

- A. Perform the duties of the President in all cases of the absence of the President;
- B. Perform duties as directed by the President;
- C. Complete the President's term if the position becomes vacant. In this event, the incumbent shall remain President until the completion of the next full term;
- D. Serve as chair of the Nomination Committee;
- E. Coordinate activities of the Interest Groups and serve as an ex-officio member.

Section 3 - The Secretary shall:

- A. Maintain a current list of all voting delegates;
- B. Prepare for annual distribution to the membership a list of HUG general membership, officers, and Interest Group members;
- C. Maintain attendance records of HUG membership at all meetings;
- D. Preside at all meetings in the absence of both the President and Vice President/President Elect.
- E. Keep a record of proceedings of all membership and Executive Board meetings of this organization; enter HUG minutes via electronic mail @HUG account;
- F. Make arrangements so that permanent files of all key documents be established and transferred to incoming officers not later than September 1;
- G. Deliver to his or her successor or the new President all records and related material at the expiration of the Secretary's term of office or not later than September 1;
- H. Distribute Bylaws to all new officers, interest chairs, and new members at the annual meeting.

Section 4 - The Treasurer Shall:

- A. Invoice members and collect annual dues and other monies as required;
- B. Keep an account of all monies received and expended;
- C. Make disbursements as authorized by the Executive Board;
- D. Maintain a general checking account in the name of this organization and a separate HUG Legislative Fund account at a recognized financial institution, approved by the Executive Board and be empowered to withdraw and expend funds from that account.
- E. Prepare an annual report of the financial transactions and fiscal conditions of this organization to be presented to the membership at the HUG annual meeting;
- F. Be prepared to deliver, at the request of the President or Executive Board, a reasonable statement of the financial transactions and fiscal condition of the organization;
- G. Make all funds, books, vouchers and related material pertinent to the office available for inspection by the Executive Board;
- H. Deliver to his or her successor or the President all books, monies and related materials at the expiration of the Treasurer's term of office.

Section 5 – HUG Council Representative and Alternate shall:

- A. Serve as the HUG Council Representative with voting privileges, in accordance with HLC Bylaws. Employees of Amarillo College, Amarillo Public Library, and Amarillo ISD Professional Library are restricted from serving as the HUG Council Representative and Alternate;
- B. Attend all HLC Council meetings to act as a liaison between HUG and the HLC Council;
- C. Report topics of interest to HUG and receive input from the HUG members;
- D. HLC Council Representative shall keep the Alternate informed of all Council information and transactions; shall provide a list of meetings to be attended in the absence of the HLC Council Representative.

Section 5- The Executive Board shall:

- A. Consist of the elected officers and administer the business of the unit when it is not in session;
- B. Fill vacancies in the offices of the Secretary and Treasurer by appointment;
- C. Convene a Nominating Committee for special elections;
- D. Call special membership meetings as stated in Article V, Section 1 (B) of these Bylaws;
- E. Provide advice and direction to the President in the best interest of the organization;
- F. Approve applications for membership in this organization;
- G. Terminate memberships in this organization for reasons stated in Article III, Section 3, of these Bylaws;

Section 6- Terms of Office:

- A. Terms of office shall be one (1) year for the President and Vice President/President Elect, the Secretary and Treasurer and two (2) years for the HUG Council Representative and Alternate.
- B. Terms of office shall commence at the conclusion of the HUG annual meeting.

ARTICLE VII - ELECTIONS

Section 1 - Nominations

- A. The Nominating Committee will be appointed by the President and shall be comprised of two (2) members other than Executive Board members. The Vice President/President Elect shall serve as Chairman as stated in Article VI, Section 2 (D).
- B. The Nominating Committee shall prepare a slate of nominations each for the office of Vice President/President Elect, Secretary, Treasurer, HUG Council Representative and HUG Council Alternate. A list of these nominations shall be distributed with the agenda prior to the Annual Meeting as required by Article V, Section 4, of these Bylaws;
- C. Additional nominations shall be accepted from the membership at the HUG annual meeting.

Section 2 - Election

- A. Officers shall be elected by secret ballot of the general membership at the HUG annual meeting.
- B. Officers shall be elected by simple majority vote of the HUG general membership. Ties shall be resolved by lot.

Section 3 - Special Elections

- A. Special elections may be called by the Executive Board as vacancies occur in the office of Vice President/President Elect;
- B. Special elections may be called by the Executive Board if simultaneous vacancies occur in offices of the President and Vice President/President Elect;
- C. Such special selections may be carried out by mail ballot if the Executive Board determines that a delay until the next regularly scheduled HUG meeting would be detrimental to the organization.

ARTICLE VIII - COMMITTEES

Section 1 - Standing Committees

- A. *The Nomination Committee:* The function of the Nomination Committee shall be the selection of candidates for office from among HUG general membership in accordance with Article VII of these Bylaws. When the election of officers is completed, the ballots shall be destroyed and the Nominating Committee shall be dissolved.
- B. *The Bylaws Committee:* The function of the Bylaws Committee shall be to review these Bylaws and to bring written recommended changes to the Executive Board for forwarding to the membership in accordance with Article X, and voting on amendments have been completed, the Bylaws Committee shall be dissolved.

Section 2 - HUG Interest Groups

- A. Each Interest Group shall have a statement of purpose which shall be written by the Executive Committee with the help of the membership;
- B. All persons attending Interest Groups may address issues and participate in debate and discussion;
- C. All Interest Group Chairmen shall report directly to the HUG membership at duly scheduled meetings;
- D. Chairs of Interest Groups shall hold office for one year terms and shall be chosen by the voting representatives of that Interest Group;
- E. If six months pass without an Interest Group meeting, the Group shall be dissolved.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern HUG in all applicable cases where the rules are not inconsistent with these Bylaws or any other special rules adopted by the membership.

ARTICLE X - AMENDMENT OF BYLAWS

These Bylaws may be amended, repealed, or altered by a two-thirds vote of the HUG general membership by the following procedure: Standing Bylaws Committee must submit recommended written changes to the Executive Board; Executive Board then shall forward these recommended changes in writing to all HUG members (ARTICLE VIII, Section 1 (B)) at least seven days prior to a duly scheduled HUG membership meeting. HUG membership voting on proposed changes shall take place no sooner than the next duly scheduled HUG membership meeting.

ARTICLE XI - DISSOLUTION AND DISPOSAL OF PROPERTY

There shall be no personal financial gain or profit of any delegate or member of the HUG group. In the event of the dissolution of this organization, to the extent allowed by applicable law, all of the assets, if any, of HUG, shall be sold and the proceeds distributed equally among the then current member organizations which qualify for tax exemption under Section 501c3 of the Internal Revenue Code of 1954 as amended or any other organization tax exempt under Section 501c3 of the Internal Revenue Code of 1954 as amended.

Adopted August 18, 1986

Revised Adopted, March 29, 1988

Revised Adopted, September 19, 1989

Revised Adopted, February 19, 1991

Revised Adopted, February 15, 1994

Revised Adopted, May 19, 1998

Revised Adopted, January 22, 2008

Revised Adopted, May 24, 2011

Revised Adopted, September 22, 2015

