

Massachusetts Library Association
Reference and User Services Section
BYLAWS

Article 1 – Name

The name of this organization is the Reference and User Services Section, a section of the Massachusetts Library Association hereinafter referred to as RUSS.

Article 2 – Mission

The mission of this organization shall be to:

- Promote Adult Reference Services
- Promote the profession of Reference Librarianship
- Share experience and information among colleagues
- Collaborate and develop professional development and educational opportunities

Article 3 – Members

Any member in good standing of the Massachusetts Library Association (MLA) interested in the mission of RUSS may become a member. The membership shall consist of individuals who notify the Executive Manager of MLA of their interest in the Section on his/her annual membership application.

ARTICLE 4 – Officers

Section 1. The officers of RUSS shall be two Co-Chairs, and a Secretary.

Section 2. Duties of Officers

A. The Co-Chairs shall be the executive officers of the Section and as such shall convene and preside over meetings of RUSS; prepare an annual report for the membership; maintain an official file and perform other duties prescribed by these bylaws

B. The Co-Chair shall assist the other Co-Chair, act as Chair in the absence of the other Co-Chair, carry out public relations duties as suggested by the membership, and perform the duties prescribed by these bylaws and by the parliamentary authority adopted by MLA.

C. The Secretary shall obtain a list of MLA members from the MLA Executive Manager and assist the Co-Chairs with correspondence; keep accurate minutes of all meetings of the executive officers and of the section; distribute the agenda and minutes of all meetings to the co-chairs for approval and then to various listservs at least one week before the next regularly scheduled meeting; send an additional copy of all minutes to the Co-Chairs for inclusion in the official file, and assist the Co-Chairs in preparing an annual report to the membership.

Section 3. Term of office

- The Co-Chairs shall serve a term of 2 (two) years.
- The Secretary shall serve a term of 2 (two) years.
- Officers-elect shall assume office upon election.
- The incoming Co-Chairs shall call a joint meeting of the outgoing and incoming executive officers no later than two calendar months following the RUSS Annual Meeting as outlined in Article 7.
- Executive officers shall have been selected and notified prior to that meeting.

ARTICLE 5 - Elections

Section 1.. The Chair of the Nominating Committee shall announce to the membership at the Massachusetts Library Association annual conference in the year preceding the election of officers, the call for nominations for positions of Co-Chairs elect, and Secretary. The Nominating Committee shall welcome suggestions for nominees from individual members.

Section 2.. The Nominating Committee shall submit to the Executive Board a slate of candidates willing to run for the offices of Co-Chairs-elect and Secretary to the Massachusetts Library Association Executive Board. The slate of officers shall be announced to the Membership no later the MLA Annual Conference.

Section 3. Election shall be by majority vote at the annual conference in the case of contested elections. All candidates, whether nominated by committee or petition, shall be included on the slate.

ARTICLE 7 – Meetings

Section 1. Section meetings will be held at least four times per fiscal year deemed as July 1 through June 30.

Section 2. At the discretion of the Co-Chairs, business, including voting, may also be conducted at other meetings, and at special meetings.

Section 3. Special meetings may be called by the Co-Chairs and shall be called upon written request of fifteen members of RUSS. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least two weeks' notice shall be given.

Section 4. Five members of RUSS shall constitute a quorum for the transaction of any business that requires a vote of the membership. (The members may be physically present and/or attending virtually and be audible by computer or phone from a remote location.

ARTICLE 8 - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order newly Revised shall govern RUSS in all cases to which they are applicable and in which they are not inconsistent with the bylaws of RUSS and MLA, and any special rules of order that RUSS or MLA may adopt.

ARTICLE 9 - Amendment of Bylaws

These bylaws can be amended at any regular membership meeting of RUSS by a two-thirds vote of those present, provided that the amendment has been submitted in writing to the membership no later than sixty days, and to the membership no later than thirty days before the meeting.

March 24, 2017

Updated June 3, 2019