WESTERN KENTUCKY UNIVERSITY LIBRARIES
ADVISORY COUNCIL BY-LAWS

Article I: Name

The name of the organization shall be the Western Kentucky University Libraries Advisory Council (LAC). The address is ATTN: Director of Development-University Libraries; 1906 College Heights Blvd. #11005, Bowling Green, Kentucky 42101-1005.

Article II: Purpose

The purpose of the Council shall include, but not be limited to, supporting the Western Kentucky University Libraries by:

A. Promoting and developing the libraries’ services and facilities;
B. Stimulating membership and gifts;
C. Advising the University President and the Dean of Libraries; and
D. Enabling the Western Kentucky University Libraries to better serve its communities.

Article III: The Council

Section 1: Appointments.

- The Council shall consist of 15-21 members appointed by the President of Western Kentucky University upon recommendation of the Council and of the Dean of Libraries.
- Council members will serve a term of three (3) years with staggered terms.
- Members shall be eligible to serve no more than two consecutive full terms. Membership may be extended by length of service as a Council officer.
- Members are expected to be a member of the Friends of the Library program with consideration given to the President’s Circle level.

Section 2: University Members:

Serving as ex-officio non-voting members of the council will be the following Western Kentucky University administrators: the Dean of Libraries, Literary Outreach Coordinator, Library Development Director and Marketing Coordinator.
Section 3: Meetings of the Council:

Meetings of the Council shall be held quarterly. Additional meetings may be called as needed.

Section 4: Quorum:

A majority of the Council shall constitute a quorum. In the absence of a quorum, members unable to attend may vote by proxy. Authority for another Council member to exercise an absent Council member’s vote by proxy shall be in writing, signed, and dated by the absent member. Proxies shall be filed with the Council secretary at the beginning of each meeting.

Article IV: Officers

Section 1: Council Officers:

The officers of the Council shall be a Chair, Vice Chair, and Secretary. Said officers and the immediate past Council Chair shall constitute the Executive Committee, which is empowered to act for and on behalf of the entire Council.

Section 2: Slate of Officers

The Nominating Committee shall send a slate of proposed officers to Council members prior to the meeting at which the election is to be held.

Section 3: Nominations and Election of Officers

Nominations for officers will be presented and elections will be held at the fourth quarter meeting. Each elected officer shall serve a term of one year. Officers shall be eligible to serve no more than two consecutive terms.

Section 4: Officers Take Office

The elected officers shall take office at the first quarter meeting, which will be held at the beginning of the new fiscal year, usually after July 1.

Article V: Duties of Officers

Section 1: Council Chair:

The Council Chair shall be the Chief Executive Officer and shall appoint the Chair of all committees of the Council, and shall appoint Council members to fill vacancies created by unexpired terms.
Section 2: Vice Chair:

In the absence or disability of the Council Chair, the Vice Chair shall assume the powers and perform the duties of the Council Chair. The Vice Chair shall be familiar with the duties of the Council Chair. The Vice Chair shall assume the office and duties of the Council Chair the next succeeding year.

Section 3: Secretary:

The Secretary shall be responsible for editing and collecting the minutes taken by the staff recorder of all meetings and shall be responsible for all correspondence of the Executive Committee and of the Council.

Article VI: Committees

Section 1: Executive Committee

The Council Chair, Vice Chair, and Secretary shall compose the Executive Committee. Meetings may be held at the request of the Chair or of two others officers of the Executive Committee. The Dean of Libraries, as well as appropriate committee chairs and university members, may be invited to attend.

Section 2: Fund Raising Committee:

It shall be the responsibility of the Fund Raising Committee to assist the University Libraries Development Director in securing funding for the Western Kentucky University Libraries. Recognition of funds received will be in compliance with the University’s Receipt of Gift Policy. No major gift will be received without prior consultation with the University Libraries Development Director. All gifts are for use by Western Kentucky University and will be housed within the university, Western Kentucky University Foundation, or College Heights Foundation.

Section 3: Nominating Committee:

It shall be the responsibility of the Nominating Committee to: (a) submit a roster of prospective Council members to fill all vacancies to the Council; (b) submit, a the request of the Council Chair, names to fill any unexpired terms of Council members who resign; and (c) submit a slate of officers to all council members prior to the fourth quarter meeting. Acceptance of membership is contingent upon approval by the Dean of Libraries and President of Western Kentucky University.

Section 4: Ad Hoc Committees:
October 14, 2014

Other committees, such as Literary Outreach, Membership and Marketing, and Community Outreach, may be appointed as deemed necessary by the Executive Committee.

Article VII: Official Year

The official year of the Council will correspond to the fiscal year of Western Kentucky University, being July 1 through June 30.

Article VIII: Changes to Bylaws

The Bylaws of the Council may be changed by a majority vote of those present at the meeting of the Council, provided that notice of the proposed change is sent to each Council member at least two weeks prior to the meeting.

Article IX: Adoption of Bylaws

Adoption of the Council Bylaws shall be: (1) upon approval by a majority of the Council members and the Dean of Libraries; and (2) ratification of approval by the President of Western Kentucky University.

Western Kentucky University
Libraries Advisory Council
By: ______________________________
Chair Pat Porter Millder

Consent and Ratification of Action
Of the Western Kentucky University
Libraries Advisory Council

The undersigned, Gary Ransdell, President of Western Kentucky University, has been advised that a meeting was held by the Western Kentucky University Libraries Advisory Council (“Council”) on the 12th day of October, 2014, at which meeting the Council voted to restate its bylaws.

The undersigned expressly consents to the action taken by the Council and ratified that action.

This the ____________ day of __________________, 2014.

____________________________________
GARY RANSDELL, President