



# BYLAWS

Revised October 8, 2009

## ARTICLE I - Name

The name of this organization shall be the Midwest Transportation Knowledge Network and shall be known by the acronym MTKN.

## ARTICLE II - Purpose

### Section 1 - Goals

The purpose of this organization shall be the development of a strong network of libraries and librarians providing information services to meet the needs of professionals and practitioners in the field of transportation. The organization shall undertake activities to maintain and improve efficient access to transportation information resources on local, state, regional, national and international bases, to share resources, and to foster communication and cooperation among member libraries and their staffs.

### Section 2 - Plan

To accomplish these goals, the organization shall (1) provide a forum for the exchange of ideas among librarians; (2) develop mechanisms to improve access to transportation-related information resources (3) plan and implement additional cooperative programs as determined by the network and (4) collaborate with other library networks and organizations in pursuing the goals of the network.

## ARTICLE III - Membership

### Section 1- Members

- a) **Full member** – a transportation library with an organized collection within AASHTO Region 3, maintained by a professional librarian or other professional/paraprofessional whose main duties include the continued operation and maintenance of the library. A transportation library requesting full membership status may become a full member upon a vote of the current full membership. Full members shall have full voting status.
- b) **Affiliate member** – an organization or entity within AASHTO Region 3 that has a transportation collection or significant portions of a collection devoted to transportation. Affiliate members will not have voting rights, but can contribute to overall discussions, including electronic, communicate and collaborate with other members, and attend meetings. An organization requesting affiliate status may become an affiliate member upon a vote of the current full membership. Affiliate members are able to apply for full membership if their situation warrants a change in membership status.
- c) **Friends** – individuals, associations, and other parties and entities within AASHTO Region 3 interested in the development and initiatives of MTKN along with the

development of their own transportation-related organizations, transportation networking in general, or with a professional interest in the aforementioned matters. Friends cannot vote, but are encouraged to participate in discussions, including electronic, communicate and collaborate with other members, and attend meetings. Emeritus members of MTKN and other transportation organizations are included in this category. Entities requesting Friend status may become a friend upon a vote of full membership.

#### Section 2 - Eligibility

All questions relating to a library's eligibility to participate shall be determined by a vote of the full member libraries.

#### Section 3 - Membership Withdrawal or Removal

A. Withdrawal – A participating library may withdraw from the organization by giving the Executive Committee written notice of intent to withdraw.

B. Removal – A library may be removed from membership by a two-thirds majority vote of full member libraries.

### **ARTICLE IV - Meetings**

#### Section 1 - Frequency

The membership shall meet at least once each calendar year to conduct the business of the network.

#### Section 2 - Quorum

A simple majority of full member libraries shall be necessary to conduct a vote at a business meeting.

#### Section 3 - Voting

There shall be one vote per full member library on all matters put before the membership. Proxies may be designated. All actions, except removal from membership and changes to these bylaws, that receive a simple majority vote of full members in favor of the action, shall be considered as approved. Votes may be conducted at meetings, by mail, by phone, or electronically.

### **ARTICLE V – Executive Committee**

#### Section 1 – Members

The Executive Committee shall consist of a Chair, a Chair-Elect, the past Chair, the Director of the National Transportation Library or the director's designate, and the Chair or designate of each working committee. The Chair-Elect shall be elected by the membership at the annual business meeting. The tenure of office for all positions shall begin with the close of business of the annual meeting at which elections are held and end with the close of business at the next annual meeting. The previous Chair-Elect shall become the Chair following the same schedule.

#### Section 2 - General Powers

The Executive Committee shall execute the decisions of the members, actively pursue the organization's goals, and act as the official channel of communication between the network and other organizations.

### Section 3 - Meetings

The Executive Committee shall meet at the discretion of the Chairperson. It shall also meet upon the demand of a majority of the active members of MTKN.

### Section 4 - Chair

The Chair shall preside over meetings of the network, act as the official spokesperson for the network and coordinate the activities of the Executive Committee.

### Section 5 - Chair-Elect

In the absence of the Chair, the Chair-Elect shall carry out all the duties and responsibilities of the Chair.

### Section 6 – Past Chair

Upon completion of a term as Chair, the incumbent will serve as the Past Chair and continue as a member of the Executive Committee.

### Section 7 - Vacancies

In the event that a vacancy occurs in the office of the Chair, the Chair-Elect shall automatically assume the office of the Chair for the remainder of the current and ensuing term of office. In the event that a vacancy occurs in the positions of Chair-Elect or either of the two representatives, the remaining members shall recruit and appoint a replacement.

## **ARTICLE VI – Additional Committees**

### Section 1 – Creation and Dissolution

Working committees to carry out activities to further the goals and programs of the network shall be created and dissolved by the Executive Committee or by majority vote of the membership.

### Section 2 – Structure and Membership

The structure and size of these additional committees shall be determined in the same manner used in their formation. Members shall be drawn from the staff of participating libraries.

## **ARTICLE VII – Amendments**

Bylaws may be amended by a two-thirds majority vote of the members. An amendment can be proposed by any member library by providing a copy of the proposed amendment to the network Chair. The Chair shall distribute the proposed amendment to members of the network for review. No later than one month following receipt of the proposed amendment the Chair shall conduct a vote of the membership on the proposed amendment. The Executive Committee may recommend to the membership adoption or rejection of the amendment.