

**Washington Library Trainers (WALT)
Interest Group Bylaws**
Revision: April 2006

ARTICLE I: Name

The name of this organization shall be Washington Library Trainers, also known as WALT.

ARTICLE II: Relationship

This organization is an Interest Group of the Washington Library Association, as authorized by the Washington Library Association Bylaws. (Article XIII, Section 3.)

Article III. Purpose

The purpose of Washington Library Trainers shall be to act as an interest group for those involved in, or interested in, training, career development, and continuing education for library staff, or in education and instruction for library users—for the purposes of information sharing, communication, learning and support.

Article IV. Membership

Any member of Washington Library Association may become a member of Washington Library Trainers. Payment of dues is provided for according to the Washington Library Association Bylaws. It is the responsibility of all officers and current members to actively promote and recruit new members to the WALT Interest Group.

Article V. Officers and Steering Committee

Section 1. The officers of WALT shall consist of a Chair, a Vice Chair, a Secretary-Treasurer, Program Chair, *and a Webmaster.*

Section 2. The Steering Committee of WALT shall consist of the officers as named above.

Section 3. OFFICERS & JOB RESPONSIBILITIES

- (i) The Chair, his or her designee, shall serve as the WALT representative to the Washington Library Association Interest Group Council. This position's responsibilities are provides: agendas, conducts meetings,

keep the meetings on task, and foster communication among the membership.

- (ii) The Vice Chair assists the Chair as needed, functions in the absence of the Chair, and oversees the membership recruitment process. The vice-chair serves in the temporary absence of the chair or becomes chair if the chair is unable to serve in that capacity until an election is held. The vice-chair is responsible for the welcoming of new members and promotes WALT to potential members statewide.
- (iii) The Secretary-Treasurer takes minutes during the meetings and provides the approved minutes to the webmaster for posting. This position works with the WLA treasurer to maintain accurate records of WALT expenditures and account balances as well as the signature on WLA vouchers for payment.
- (iv) The Program Chair is responsible for planning and coordinating WALT-sponsored workshops and conference programs.
- (v) The Webmaster creates and maintains the WALT web pages and works with the WLA webmaster to ensure timely and accurate information about WALT on the WLA web site.

Section 4. Any officer is a designated signature for vouchers to WLA and only one signature is required for payment request or expense voucher.

Section 5. All officers are responsible for membership recruitment and welcoming new members at WALT meetings and sponsored activities.

Section 6. Officers shall serve a one-year term, and may be re-elected, serving a total of no more than two consecutive years in one position.

Section 7. Ad-hoc committees shall be appointed by the Steering Committee as needed.

Article VI. Nominations and Elections

Section 1. Nominations Committee: A Nominating Committee, appointed by the Steering Committee, shall submit a list of nominees for the positions in Article V, to members of WALT.

Section 2. Election Process: A paper ballot or electronic balloting shall be sent to the membership or an election may be held at the annual conference business meeting. A simple majority of members voting either by paper ballot or electronic voting shall be sufficient to elect the officers.

Article VII. Meetings

Section 1. An annual business meeting shall be held in conjunction with the annual conference of the Washington Library Association. A minimum of four membership meetings, including the annual business meeting, shall be held during the elective year. Members are encouraged to attend all meetings. A *quorum* is simple majority of members present and must include a minimum of three officers to be sufficient to implement decisions made at these meetings.

Section 2. Meetings of the Steering Committee shall be scheduled as needed and may include online, telephone, or face-to-face meetings. Steering Committee meetings shall be open to any WALT member who wish to attend.

Article VIII. Vacancies.

In the event of a vacancy in the Chair position, the Vice-Chair shall become the Chair. All other vacancies in Steering Committee offices shall be filled by the Chair with the approval of the WALT Steering Committee. Officers appointed to fill vacancies shall serve until the next regular election.

Vacancies in any ad-hoc committees shall be filled by the Chair with the approval of the Steering Committee.

Article IX. Amendments

Any additions or amendments to the bylaws shall be submitted to the membership through a paper ballot, electronic balloting, or vote at the annual business meeting. A simple majority of members voting either by paper ballot or electronic voting shall be sufficient to amend the bylaws.