METHODIST LIBRARIANS’ FELLOWSHIP BY-LAWS
Revision Approved, June 2004

1. **Name and Purpose.** The Methodist Librarians’ Fellowship is organized to promote and improve Methodist librarianship and to further interlibrary cooperation to that end.

2. **Membership.** Membership shall be extended to any person who desires membership and is associated with any one of these three types of libraries below:
   A) Libraries serving schools of The United Methodist Church which desire membership.
   B) Libraries serving schools of other Methodist bodies desiring membership.
   C) Professionally maintained libraries serving organizations, boards, and agencies of The United Methodist Church and other Methodist bodies, which desire membership.

3. **Officers.** Officers of the Methodist Librarians’ Fellowship other than the Webmaster, shall be elected for two-year terms by written ballot at the annual meeting in June. They shall consist of:
   A. **President.** The President shall preside over the meetings of the Fellowship, coordinate and further the work of officers and committees, appoint ad hoc committees as needed, and call special meetings when required.
   B. **Vice-President.** The Vice-President shall be president-elect, assist the President in his/her duties, and act as president in the latter’s absence or incapacity. The Vice-President shall be the chairperson of the nominating committee.
   C. **Secretary-Treasurer.** The Secretary-Treasurer shall be responsible to prepare and distribute minutes of all meetings of the fellowship, receive all payments of funds, render an account of all money received, disbursed, and on hand or deposited to the annual meeting in June, and maintain the membership list. The Secretary-Treasurer also shall submit an annual report of the fellowship’s work to the American Theological Library Association for inclusion in its *Proceedings*.
   D. **Webmaster.** The Webmaster shall be responsible to prepare and maintain the fellowship’s website. The Webmaster is to be appointed by the President. The term of this office may extend beyond two years.

4. **Meetings.** The fellowship will meet at least once each year at the annual conference of the American Theological Library Association and at such other times as the President shall specify by notifying the membership at least one month in advance of such a meeting.

5. **Dues.** No dues shall be charged to members of the fellowship. The fellowship, by majority vote during a regular or called meeting, may request funding from members if projects require it.

6. **Committees.** All committees shall be ad hoc committees appointed by the President, serving until their assignments are completed.

7. **Quorum and Procedures.** A quorum for the enactment of any business shall consist of ten members. A simple majority of the quorum shall be sufficient to transact any business, except that a two-thirds majority shall be required to amend these by-laws.