

NEMA Bylaws

Article I - Membership/Dues

- Section 1: Membership shall be limited to those persons whose dues are currently paid. Membership begins at the date of payment and extends through September 30 of the period paid (one to three years). A grace period of sixty days is allowed for renewal of membership. Members shall receive notification of impending membership expiration.
- Section 2: Membership dues shall be recommended by the Executive Board and approved by a majority of those members present at the next annual meeting.

Article II - Credentials

- Section 1: Current members may be required at any meeting of NEMA upon occasion of balloting to submit evidence of their membership.

Article III - Duties of the Officers

- Section 1: President

Duties, which begin July 1:

- Preside at all meetings
- Enforce the laws and regulations relating to the administration of the Association
- Supervise the executive secretary
- In the absence of the secretary, appoint an acting secretary
- Be the administrative head of the Association
- Acquaint the president-elect as completely as possible with the programs of the Association
- Call meetings of the Executive Board
- Develop agenda for Executive Board meetings
- Call meetings of the Association with majority approval of the Executive Board
- Appoint standing committees and designate their chairs
- Appoint liaisons
- Make reservations for Board retreat for following year
- Appoint delegates to AASL Affiliate Assembly (traditionally AASL liaison and AASL member who is liaison in training)
- Article for each issue of newsletter
- NEMA/NLA Conference (for conference after becoming president):
 - Develop agenda for annual meeting
 - Grant presidential Awards to be presented
 - Work with scholarship chairman to know that honorees are chosen before conference

(1) Distinguished Media Service Award

(2) Sound Off for Media Award

Develop conference evaluation sheet in cooperation with NLA president-elect

Give welcome at large-group session

Order appropriate plaques and awards for past-president, out-going board members, and presidential awards

Work with NLA president-elect to develop appropriate post conference re-cap

- Order appropriate plaques and awards for past president, outgoing secretary, treasurer, board member-at-large and presidential award. Plaques shall be awarded to board members leaving one position to serve in another capacity on the board.
- Sign NLA/NEMA Conference site contract for two years out in conjunction with NLA president-elect.
- Attend National and State Library Legislative Days
- Attend NLA Board meetings prior to NLA/NEMA Conference
- When serving as a NEMA representative and unable to attend, find a substitute representative from the Board.

President expenses paid by NEMA:

- ALA/AASL dues paid
- Registration for state conference
- Mileage to all board meetings, other than NEMA convention, and all meetings called by the Board President
- Mileage, as set by the Board at the summer retreat, to all board meetings, other than NEMA conference, when serving as an official representative of NEMA
- Lodging, with receipt, for members traveling more than 250 miles when serving as an official representative of NEMA
- Provided a laptop for Association use as needed

Section 2: President-elect

Duties, which begin July 1:

- Be oriented toward liaison work with other pertinent organizations
- Begin preparations for the next year's conference as listed under NEMA/NLA Conference in President's duties
- Appoint local arrangements chair for conference
- Work with NLA president-elect in selecting keynote speaker and set conference theme
- Help site coordinator select committee chairpersons and members
- Arrange for sectionals on topics of interest for members. The number may vary depending on the conference site
- In the event of a vacancy in the presidency, become president to fill the unexpired term
- Assist president with fall conference activities as needed
- Attend all NLA Board meetings after NLA/NEMA Conference
- When serving as a NEMA representative and unable to attend, find a substitute representative from the Board.

- Plan retreat with Executive Secretary
- Be responsible for the organization and supervision of the conference of the Association
- In the absence of the president, have all the powers and prerogatives of the president

President-elect expenses paid by NEMA:

- Registration for state conference
- Mileage, as set by the Board at the summer retreat, to all Board meetings, other than NEMA conference, and all meetings called by the Board President
- Lodging, with receipt, for members traveling more than 250 miles when serving as an official representative of NEMA

Section 3: Secretary

Duties, which begin July 1:

- Serve two-year term; elected in even years
- Notify the Executive Board of all Board meetings
- Prepare board minute highlights for NEMA News; update Issues-in-Brief
- Do other assignments as delegated
- Record the minutes of all meetings of the Association and Board and distribute minutes to board members
- Proofread *NEMA News*

Secretary expenses paid by NEMA:

- Registration for state conference
- Mileage, as set by the Board at the summer retreat, to all Board meetings, other than NEMA conference, and all meetings called by the Board President
- Lodging, with receipt, for members traveling more than 250 miles when serving as an official representative of NEMA
- Provided a laptop for Association use as needed

Section 4: Treasurer

Duties, which begin July 1:

- Serve two-year term; elected in odd years
- Receive all monies due the Association
- Disbursement by check all bills approved by the Executive Board
- Assist the Finance Committee and the officers of the Association in the preparation of an annual budget
- Preparation of reports on financial status for all regularly scheduled board meetings
- Preparation of the Annual Financial Report
- Filing of the Biennial Report to the Secretary of the State of Nebraska
- Be responsible for the management of the finances of the Association and arrange for an annual audit of the financial records for the fiscal year, July 1- June 30

Makes payments as provided for in the budget and outlines in the Bylaws:

- Board Meetings
 - Reimbursement of mileage as set by the Board during the summer retreat
 - Lodging for members traveling more than 250 miles when serving as an official representative of NEMA
 - Meals, lodging and expenses for summer Board retreat
 - Newsletter payments
 - Payments relating to the production, printing and postage for newsletter publications and other member benefits

- Miscellaneous Payments
 - Reimbursement of costs for supplies (including postage and printing) when receipts are included
 - Disbursements designated appropriate by Board approval
 - Disbursements related to membership mailings
 - Disbursements related to Annual board ballot
 - Regularly scheduled payments
 - Biennial Report filing fee - January of odd years
 - Payments of scholarship costs submitted by Scholarship chair after approval by Board

Treasurer expenses paid by NEMA:

- Registration for state conference
- Mileage, as set by the Board at the summer retreat, to all Board meetings, other than NEMA conference, and all meetings called by the Board President
- Lodging, with receipt, for members traveling more than 250 miles when serving as an official representative of NEMA
- Provided a laptop for Association use as needed

Section 5: Past-President

Duties, which begin July 1:

- Serve as the chair of the Election Committee
- Examine the credentials of all candidates for Association office
- Serve in an advisory capacity to the Association

Past-presidents expenses paid by NEMA:

- Registration for state conference
- Mileage, as set by the Board at the summer retreat, to all Board meetings, other than NEMA conference, and all meetings called by the Board President
- Lodging, with receipt, for members traveling more than 250 miles when serving as an official representative of NEMA

Section 6: Board Members at Large

Duties, which begin July 1:

- Be the policy making body of the Association
- Fill vacancies in office until the next election
- Approve the slate of candidates prepared by the Election Committee
- Break ties in the election of officers

- Determine the fiscal year for the Association
- Examine and approve the annual budget
- Recommend dues which must be approved by a majority vote at the annual business meeting
- Prepare and submit proposals regarding the nature and scope of the annual and long-range programs of the Association
- Serve as the custodian of Association property
- Attend the summer planning retreat
- Attend conference
- Approve budget category override
- Proof *NEMA News* once a year on a rotating basis, as assigned by the president

Board Members at Large expenses paid by NEMA:

- Registration for state conference
- Mileage, as set by the Board at the summer retreat, to all Board meetings, other than NEMA conference, and all meetings called by the Board President
- Lodging, with receipt, for members traveling more than 250 miles when serving as an official representative of NEMA

Section 7: Executive Board

Duties, which begin July 1:

- Be the policy making body of the Association
- Fill vacancies in office until the next election
- Approve the slate of candidates prepared by the Election Committee
- Break ties in the election of officers
- Examine and approve the annual budget
- Be responsible for the management of the finances of the Association and arrange for an annual audit of the financial records
- Recommend dues which must be approved by a majority vote at the annual business meeting
- Prepare and submit proposals regarding the nature and scope of the annual and long-range programs of the Association
- Serve as the custodian of Association property
- Attend all Board meetings
- Attend the summer planning retreat
- Attend conference
- Approve budget category override
- Promote and encourage membership and participation in NEMA

Board Member expenses paid by NEMA:

- Registration for state conference
- Mileage, as set by the Board at the summer retreat, to all Board meetings, other than NEMA conference, and all meetings called by the Board President
- Lodging, with receipt, for members traveling more than 250 miles when serving as an official representative of NEMA

Article IV - Standing Committees

- Section 1: A Finance Committee, composed of the treasurer and two other Board members appointed by the president, shall prepare a budget for the fiscal year and shall submit it, to the Executive Board for approval. The Finance Committee can from time to time submit supplements to the budget for the current fiscal year.
- Section 2: A Membership Committee, whose chairperson and members shall be appointed by the president, shall devise ways and means of promoting membership and of obtaining new members in the Association.
- Section 3: A Publications Committee shall be for reviewing and providing direction for the *NEMA News*, the NEMA website, and any other publications authorized by the Executive Board.
- Section 4: An Election Committee, consisting of the immediate past-president and two or more Executive Board members appointed by the president, shall prepare a slate of candidates and submit it to the Executive Board. The Committee shall review the qualifications and obtain the consent of all nominees to stand for election and serve if elected. Elections shall be conducted in accordance with Article VII of the Constitution and Article IX of the Bylaws.
- Section 5: A Scholarship Committee, whose chairperson and two other members shall be appointed by the president, shall be responsible for publicizing, receiving applications, and making recommendations of recipients of scholarship and awards to the NEMA Board.
- Section 6: Special committees may be authorized and appointed by the president who shall be an ex-officio member of all committees except the Election Committee.
- Section 7: Mileage, as set by the Board at the summer retreat, and actual office expenses for standing committee members shall be paid by NEMA.

Article V - Liaisons

- Section 1: For liaison positions not identified as the responsibility of an Association officer or his/her designee, the Board may select liaisons to serve as the contact and communication link with a national, state, regional or local organization whose interest and purpose is similar and when such contact is deemed by the Board to be of benefit to the Association. Selection, term of appointment, remuneration and liaison responsibilities shall follow established guidelines for each position.
- Section 2: The AASL Liaison shall be an ex-officio voting member of the NEMA Board. All other liaisons shall be ex officio non-voting members of the NEMA Board.
- Section 3: Mileage, as set by the Board at the summer retreat, to all Board meetings, other than NEMA conference, and all meetings called by the Board President

Article VI - Gifts

Section 1: The organization through its Executive Board may accept gifts provided that in its judgment the acceptance of these gifts does not prejudice the character and purpose of the organization. Special grants for projects and research shall be encouraged.

Article VII - Legal Status

Section 1: The Association, through the president and the Executive Committee, shall maintain a legal status as a “non-profit” organization. Such status as the Association is entitled to will be attained through counsel.

Article VIII - Official Publication

Section 1: The Association shall have an official publication. The establishment of the publication and the general policies governing its distribution shall be the responsibility of the Executive Board.

Article IX - Election Procedures

The Election Committee, consisting of the immediate past-president and two or more Executive Board members appointed by the president, shall prepare a slate of candidates and submit it to the Executive Board. Upon approval of the slate of candidates by the Executive Board, an official ballot, which lists nominees for each position and allows space for write-in candidates, shall be prepared by the executive secretary.

A biographical sketch of each nominee shall be published in the spring issue of the *NEMA News*. The official ballot shall be provided by the executive secretary no later than April 1 to each member in good standing. Ballots shall be returned to the executive secretary no later than May 1. If there are no contested races, the executive board will declare the nominated candidates elected without sending a mail ballot.

Article X - Amendments to Bylaws

The Bylaws may be amended by a majority vote of current membership attending the annual business meeting. Changes in the Bylaws may be presented in writing to the secretary by a member(s) thirty days prior to the annual business meeting of the Association. The secretary shall prepare the proposed Bylaws for discussion at the annual business meeting, at which time they be acted upon.

Article XI - Dissolution

Section 1: Should said organization (Nebraska Educational Media Association) dissolve for whatever reason, all assets shall be distributed to like educational organizations qualifying under 501 (c) (3) of the IRS code.

Revised October 1997