

Music Library Association New England Chapter By-laws

last amended October 18, 2024

ARTICLE II. PURPOSE

The purpose of this Chapter shall be:

1. To bring together for exchange of ideas and discussion of problems all persons in the region interested in music libraries and collections, and to stimulate professional activities among the members.
2. To initiate and encourage studies aiming to improve the organization, administration, and contents of such libraries and collections.
3. To endeavor to establish communication with libraries not affiliated with the Music Library Association to determine how the Chapter may be meaningful to the individual library.
4. Outreach to public libraries and generalist librarians charged with music reference and collection development and music cataloging (detailed under Article VIII.A.)

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Proposed amendments (Spring 2026)

ARTICLE II. PURPOSE

The purpose of this Chapter shall be:

1. To bring together for exchange of ideas and discussion of **concerns** all persons in the region interested in music libraries and collections, and to stimulate professional activities among the members.
2. To initiate and encourage studies aiming to improve the organization, administration, and contents of such libraries and collections.
3. **To conduct** outreach to generalist librarians charged with music reference, collection development, and/or music cataloging, **who may not be affiliated with the Music Library Association.**

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ARTICLE IV. OFFICERS

2. There shall be a Vice-Chair/Chair-Elect who shall be responsible for programs and perform the duties of the Chair in the latter's absence. The Vice-Chair/Chair-Elect shall also serve as an ex-officio member of the Education & Outreach Committee. The term of office shall be one year, after which the Vice-Chair shall succeed to the office of Chair.
3. There shall be a Past-Chair who shall appoint and chair the Nominating Committee and perform other duties as necessary. The term of office shall be one year.
4. There shall be a Secretary/Treasurer who shall record the minutes of all meetings and preserve all official records and reports of the Chapter; notify the members of all meetings at least two weeks in advance; keep an up-to-date membership list; conduct any correspondence of the Chapter as may be required; collect dues; make authorized expenditures; maintain Chapter accounts and report on status of these accounts at each board meeting; prepare an annual budget; and perform duties customary to this office. The term of office shall be two years.

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ARTICLE IV. OFFICERS

2. There shall be a Vice-Chair/Chair-Elect who shall be responsible for **chairing the Program Committee and coordinating programming for the Fall and Spring Chapter meetings.** The Vice-Chair/Chair-Elect shall also be **responsible for performing** the duties of the Chair in the latter's absence. The Vice-Chair/Chair-Elect shall also serve as an ex officio member of the Education & Outreach Committee. The term of office shall be one year, after which the Vice-Chair shall succeed to the office of Chair.
3. There shall be a Past-Chair who shall appoint and chair the Nominating Committee and **serve in an advisory capacity to the Chair and Vice-Chair.** The term of office shall be one year.
4. There shall be a Secretary/Treasurer who shall record the minutes of all **business and board** meetings and preserve all official records and reports of the Chapter; notify the members of all **Chapter** meetings at least two weeks in advance; keep an up-to-date membership list; conduct any correspondence of the Chapter as may be required; collect dues; make authorized expenditures; maintain Chapter accounts and report on status of these accounts at each board meeting; prepare an annual budget; and perform duties customary to this office. The term of office shall be two years.

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ARTICLE VI. MEETINGS

1. There shall be a minimum of two meetings a year. Meetings may be virtual, hybrid, or in-person.

ARTICLE VII. EXECUTIVE BOARD

There shall be an Executive Board consisting of the elected officers, the Past-Chair, the Newsletter and Web site editors, and Web 2.0 coordinator. Only the elected officers and Past-Chair are voting members of the Executive Board.

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ARTICLE VI. CHAPTER MEETINGS

2. There shall be a minimum of two meetings per year. Meetings may be virtual, hybrid, or in-person.

ARTICLE VII. EXECUTIVE BOARD

There shall be an Executive Board consisting of the elected officers and any appointed special officers (such as the Archivist, the Newsletter and Website Editors, and the Social Media Coordinator). Only the elected officers are voting members of the Executive Board.

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ARTICLE VIII.A. COMMITTEES

1. The Standing Committees shall be the Nominating Committee, the Program Committee, the Instruction Committee, the Publications Committee, the Technical Services Committee, the Education & Outreach Committee, and the Equity, Diversity, Inclusion, and Justice (EDIJ) Committee. Except when otherwise specified, committee chairs and members may serve no more than two consecutive terms. The start of term for incoming committee chairs is July 1st. Service as a member does not preclude subsequent service as chair for two additional terms. Members may be reappointed after being off a committee for one year.

a. Nominating Committee

- The Nominating Committee shall consist of at least three members, appointed and chaired by the Past-Chair, and shall present to the Executive Board a slate of candidates for office at least six weeks before the Spring business meeting.
- Members of this Committee may not serve for consecutive terms. All candidates for office shall be members in good standing of the Chapter and shall fulfill all other eligibility requirements as set forth in Article IV.

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ARTICLE VIII.A. COMMITTEES

1. The Standing Committees shall be the Nominating Committee, the Program Committee, the Instruction Committee, the **Communications** Committee, the Technical Services Committee, the Education & Outreach Committee, and the Equity, Diversity, Inclusion, and Justice (EDIJ) Committee. Except when otherwise specified, committee chairs and members may serve no more than two consecutive terms. The start of term for incoming committee chairs is July 1st. Service as a member does not preclude subsequent service as chair for two additional terms. Members may be reappointed after being off a committee for one year.

a. Nominating Committee

- The Nominating Committee shall consist of at least three members, **including the chair of the committee**, and shall present to the Executive Board a slate of candidates for office at least six weeks before the Spring business meeting.
- Members of this Committee may not serve for consecutive terms. All candidates for office shall be members in good standing of the Chapter and shall fulfill all other eligibility requirements as set forth in Article IV.

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- b. Program Committee
- The Program Committee shall be chaired by the Vice-Chair and shall plan the meetings of the chapter. The committee shall consist of three additional members who are appointed by the Chair on a rotating basis each serving a 2 year (i.e., four-meeting) term. The composition of the committee must reflect the interests of both technical and public services for both public and academic library sectors.
- c. Publications Committee
- The Publications Committee shall be appointed by the Chair and shall oversee all publications activities, including the Chapter newsletter, directory, wiki, and Web site.
- d. Instruction Committee
- The Instruction Committee shall facilitate and promote the regional discussion of issues and standards related to information literacy in music librarianship, by:
- Serving as a networking tool to connect information literacy instructors, instruction designers, and instruction administrators at various institutions

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- b. Program Committee
- The Program Committee shall be chaired by the Vice-Chair, **servicing ex officio**, and shall plan the **Fall and Spring chapter** meetings. The committee shall consist of three additional members who are appointed by the Chair on a rotating basis each serving a 2-year (i.e., four-meeting) term. The composition of the committee **should ideally reflect the interests of both technical and public services, and care should be taken to address both public and academic library sectors**
- c. **Communications** Committee
- The **Communications** Committee shall be **chaired** by the **Newsletter Editor**, who shall **coordinate** all publication activities, including the Chapter newsletter, **website, and social media activity. The Website Editor, Social Media Coordinator, and videographer shall be members of this committee.**
- d. Instruction Committee
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- Hosting open discussions at NEMLA meetings, and assisting to enhance activities that touch upon information literacy issues which are provided by other NEMLA Committees.
- Assisting in the distribution of information, dissemination of guidelines, and sharing of individual resources (libguides, learning outcomes, webcasts, etc.) with/to interested institutions and individuals in New England, particularly to those individuals who are unable to attend national MLA meetings or are unaffiliated with NEMLA.
- Working with the NEMLA Program Committee to plan NEMLA sessions or programs.

e. Technical Services Committee

The Technical Services Committee shall facilitate and promote the regional discussion of issues and standards related to technical services in music librarianship, by:

- Serving as a conduit to connect those seeking technical services knowledge with appropriate local technical services experts.
- Hosting open discussions at NEMLA meetings, and assisting to enhance activities that touch upon technical services issues which are provided by other NEMLA Committees.
- Assisting in the dissemination of information and guidelines

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provided by the Music Library Association's Bibliographic Control Committee to interested institutions and individuals in New England, particularly to those individuals who are unable to attend national MLA meetings or are unaffiliated with NEMLA.

- Working with the NEMLA Program Committee to plan NEMLA sessions or programs.
- f. Education & Outreach Committee
The Education & Outreach Committee shall devise and coordinate activities related to professional and continuing education for music librarianship within the New England region, by:
- Working with the NEMLA Program Committee to plan NEMLA sessions or programs which generally deal with topics in greater depth or with a stronger emphasis on practicality than in the general sessions of the semi-annual meetings.
 - Investigating, developing, and providing education initiatives to groups which fall outside of, but which are related to, NEMLA by presenting workshops on the basic precepts of music librarianship through the sponsorship of library schools or other regional library associations and councils. Target groups might include librarians and library staff working with music materials who are not members of

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 - Investigating, developing, and providing education initiatives to groups that fall outside of, but are related to, NEMLA by presenting workshops on the basic precepts of music librarianship through the sponsorship of library schools or other regional library associations and councils. Target groups might include librarians and library staff working with music materials who are not members of NEMLA, and

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NEMLA, and other groups not presently identified. The committee should determine how NEMLA's mission can be promoted within the region through representation at regional library meetings (e.g. NELA, ACRL/NEC New England), career fairs (e.g. Simmons, Berklee College of Music), or state library association meetings in the region.

- Ensuring that NEMLA membership options are promoted at outreach events.

2. The Education & Outreach Committee shall be chaired by the Member-at-Large. The Program Chair shall be ex-officio member of the committee. Additional committee members shall be appointed by the NEMLA Chair. Members should represent a broad spectrum of library professional staff from public, academic, and special libraries, from as many of the New England states as possible.

3. Other committees may be appointed by the Chair as deemed necessary.

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- Ensuring that NEMLA membership options are promoted at outreach events.

2. Additional committee members shall be appointed by the **respective committee's chair**. Members should represent a broad spectrum of library staff from public, academic, and special libraries, from as many of the New England states as possible. represent a broad spectrum of library professional staff from public, academic, and special libraries, from as many of the New England states as possible.

3. Other committees may be **created** by the Chair as deemed necessary.

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ARTICLE XI. AMENDMENTS

These By-Laws may be amended by a two-thirds vote according to the following procedures and conditions:

1. Proposed amendments shall be submitted to the Executive Board for consideration at least eight weeks before the meeting of the Chapter at which it is requested that the proposal be presented.
2. Upon approval by the Executive Board texts of the proposed amendments shall be distributed to Chapter members at least four weeks before presentation for discussion at the meeting.
3. Voting for changes to by-laws may take place by virtual ballot. Ballots and texts as revised at the meeting shall be distributed to Chapter members in a timely manner, generally in the next issue of the chapter newsletter. Ballots shall be submitted to the Secretary/Treasurer as specified thereon.

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ARTICLE XI. AMENDMENTS

These By-Laws may be amended by a **two-thirds majority vote of those participating in the ballot**, according to the following procedures and conditions:

1. Proposed amendments **may be submitted by any voting member of the Chapter**. They shall be submitted to the Executive Board for consideration at least eight weeks before the **Chapter** meeting at which it is requested that the proposal be presented.
2. Upon approval by the Executive Board texts of the proposed amendments shall be distributed to Chapter members at least four weeks before **said** meeting.
3. Voting for changes **to bylaws** may take place by virtual ballot. Ballots and texts as revised at the meeting shall be distributed to Chapter members **promptly**, generally in the next issue of the chapter newsletter. Ballots shall be submitted to the Secretary/Treasurer as specified thereon.