

**WISCONSIN GENEALOGY AND LOCAL HISTORY ROUNDTABLE
BYLAWS**

Article I. Statement of Authority

The Board of Directors of the Wisconsin Library Association authorized organization of this unit as a roundtable at a regular Board Meeting on August 14, 1998 (Section X A-2) as specified in Article IX of the WLA Organizational Manual.

Article II. Name

The name of the unit shall be the Wisconsin Genealogy and Local History Roundtable. Its acronym shall be WIGLHR, pronounced "Wiggler".

Article III. Mission Statement/Statement of Purpose

The Wisconsin Genealogy and Local History Roundtable shall offer networking opportunities to librarians, library staff and archivists who work with local history and genealogy collections and services throughout the state.

Article IV. Goals

The Wisconsin Genealogy and Local History Roundtable's goals include, but are not limited to, the following:

- Section 1. To educate librarians, library staff and archivists about the best practices of local history and genealogy collection management.
- Section 2. To promote local history and genealogy collections that exist in Wisconsin.
- Section 3. To provide networking opportunities for librarians, library staff and archivists who manage local history archives.
- Section 4. Activities to meet the goals of the Roundtable shall include:
 - A. Publication of a newsletter at least twice a year.
 - B. Publication of a membership brochure.
 - C. Sponsorship of educational programs at library conferences and workshops.
 - D. Creation of web page on the Wisconsin Library Association site.

Article V. Membership

- Section 1. Membership in WIGLHR is open to all current members of the Wisconsin Library Association.
- Section 2. Non-Roundtable members interested in genealogy and local history may attend WIGLHR meetings but may not vote or hold office.

Article VI. Officers

- Section 1. The Chair shall preside over business meetings, coordinate Roundtable activities, and prepare and administer the unit's budget. The Chair shall serve one 1-year term.
- Section 2. The Vice Chair/Chair-Elect shall preside over business meetings in the absence of the Chair and may be required to assume the duties of Chair in the event of the resignation of the Chair. This position shall coordinate educational programming and promotional efforts for the Roundtable and shall head the nominating committee. The Vice Chair/Chair-Elect shall serve one 1-year term.
- Section 3. The Secretary shall prepare an agenda and minutes of the business meeting and forward copies to the Wisconsin Library Association President and Executive Director. The Secretary shall serve one 2-year term.

Article VII. Nominations and Elections

- Section 1. The Nominating Committee shall consist of the Vice Chair/Chair Elect and two members-at-large appointed by the Chair. This committee, headed by the Vice Chair/Chair Elect, shall prepare a slate of officers for the coming year. The nomination process shall follow the calendar and guidelines set by the WLA Elections Committee. Consent of the candidates for office shall be secured before their names are presented.
- Section 2. Elections shall be accomplished by mail ballot of the membership. Write-in candidates shall be honored. Candidates receiving a simple majority shall be elected. In the event of a tie vote, the determination shall be made by lot. New officers shall be announced at the annual meeting in the roundtables' newsletter. Those elected shall assume office on the first day of the following calendar year.
- Section 3. Vacancies shall be filled by special elections or by appointment of the Chair, as approved by the Executive Committee. The Vice Chair/Chair Elect may be required to assume the duties of Chair in the event of the resignation of the Chair.

Article VIII. Committees

- Section 1. The Executive Committee shall consist of the elected officers of the Roundtable and shall take necessary actions in the interest of the Roundtable between annual and other business meetings of the membership.
- Section 2. The Publications Committee shall be responsible for the publication of the Roundtable newsletter and web site. Appointment to the committee shall be made by the Chair.

Article IX. Meetings

- Section 1. The annual business meeting of the Roundtable shall be held at the time and place of the annual conference of the Wisconsin Library Association. The order of business shall be according to Robert's Rules of Order, Newly Revised, latest edition.

Article IX. Meetings, continued

- Section 2. Special meetings may be called by the Chair. Notices of special meetings shall be mailed at

least 30 days before the meeting.

Section 3. The Roundtable members present shall constitute a quorum.

Article X. **Amendments**

Notice of proposed amendments or modifications to the Roundtable's bylaws must be mailed to all members a minimum of thirty days prior to the annual business meeting. Amendments to these bylaws, or modification, may be proposed at the annual business meeting and adopted by two-thirds majority of the members present.

Article XI. **Dissolution**

Dissolution of the Roundtable is accomplished by a majority vote of the Roundtable's current membership present at a business meeting. The Roundtable may also be dissolved by the Wisconsin Library Association Board of Directors if the Roundtable is no longer viable within the Association. A unit's viability is evaluated by WLA policy (370.6) in the Organization Manual.