

## Preservation Round Table

The purpose of the Preservation Round Table is:

1. To facilitate the discussion and dissemination of preservation information among SELA members.
2. To sponsor programs and workshops that would benefit the entire membership.
3. To provide a channel through which knowledge can be shared on the topics of book repair, care and handling techniques, disaster planning, commercial binding, microfilming, staff and user education, environmental monitoring, and related issues. Recognizing that the deterioration of library collections is a rapidly growing problem within all sizes and types of libraries, and that it is becoming increasingly difficult to keep up with the latest developments in this field, a group became interested in 1991 in forming a Round Table to facilitate the spread of preservation information among librarians within the Southeast. A petition for signatures endorsing a Preservation Round Table was begun at ALA in Atlanta in July 1991 by Judy Sackett (University of Kentucky), Libby Pollard (SOLINET), and Sue Davis (Vanderbilt University).

The petition and request for the new Round Table were presented to and approved by the SELA Board on March 18, 1992. An organizational meeting, led by Sue Davis, was held at the New Orleans Conference on March 19, 1992. Bylaws were approved; the first slate of officers was elected; and general goals and appropriate program topics were established.

### Bylaws

Adopted March 19, 1992

#### Article I. Name

The name of the organization shall be the Southeastern Library Association/Preservation Round Table (SELA/PRT).

#### Article II. Objectives

The objectives of SELA/PRT shall be as follows:

1. To promote the objectives of the Southeastern Library Association as stated in its constitution.
2. To further the interaction and cooperation between librarians with preservation responsibilities and others interested in preservation issues within the region by providing a forum for discussion of problems and concerns and for the exchange of ideas.
3. To promote preservation planning in all libraries.
4. To develop and sponsor preservation programs and training for all librarians in the region.

#### Article III. Membership

Section 1. Membership shall be open to any member in good standing of the Southeastern Library Association who supports the objectives of the Round Table.

Section 2. Dues shall be in accordance with SELA guidelines.

#### Article IV. Officers and Duties

Section 1. The elected officers of SELA/PRT shall consist of the Chairperson, the Vice-Chairperson/Chairperson-Elect, and the Secretary. The term of office shall be for two years and shall coincide with the terms of office of elected officers of SELA. All officers must be members in good standing of SELA/PRT.

#### Section 2. Duties of Officers

a. Chairperson: The chairperson shall be the chief executive officer of the Round Table, the chairperson of the Executive Committee, and the Round Table's representative to the SELA Executive Board. The Chairperson shall have the authority to appoint the Nominating Committee and other special/ad hoc committees as necessary and shall preside over the biennial meetings of SELA/PRT and other special meetings or workshops.

b. Vice-Chairperson/Chairperson-Elect: The Vice-Chairperson/Chairperson-Elect shall serve as Program Chairperson of the biennial meeting, having the authority to appoint any committee(s) to assist in the planning and/or promotion of the biennial meeting; shall perform the duties of the Chairperson in his/her absence; shall serve on the Executive Committee; and shall succeed to the office of Chairperson in the following biennium.

c. Secretary: The Secretary shall serve as Membership Chairperson and shall be responsible for the maintenance of all Round Table documents; shall be responsible for the recording of the minutes of the biennial and Executive Committee and other meetings, and other duties as required; and shall serve on the Executive Committee.

### Section 3. Nomination and Election of Officers

The Chairperson of the Round Table will appoint a Nominating Committee which will present a slate of nominees who are members in good standing of SELA/PRT. Other nominations may be made from the floor at the time of the election. The officers shall be elected at the Round Table business meeting held during the biennial conference of SELA. A majority vote of those SELA/PRT members present and voting shall be sufficient to elect.

### Section 4. Vacancies in Office

In the case of vacancy in the office of Chairperson, the Chairperson-Elect shall succeed to the office of Chairperson for the remainder of the unexpired term. In all other instances, the Executive Committee shall have the power to appoint another PRT member to fill the vacancy until the next regularly scheduled election.

### Section 5. Disposition of Records

All officers shall deliver to their successors all official material not later than one month following the installation of their successors. All official material not needed to conduct the current business of the Round Table shall be delivered to the Secretary and maintained by this officer in good order and condition.

## Article V. Executive Committee

Section 1. The Executive Committee shall consist of elected officers and the Immediate Past Chairperson.

Section 2. The duties of the Executive Committee shall be the general supervision of the affairs of SELA/PRT.

Section 3. The Executive Committee shall meet at least once during the biennium at the SELA conference.

## Article VI. Meetings/Quorum

Section 1. SELA/PRT shall have a biennial program and business meeting in conjunction with the biennial conference of SELA. Those members present shall constitute a quorum at the business meeting.

Section 2. The Executive Committee shall have the power to call special meetings of the Round Table. The Chairperson of SELA/PRT shall have the power to call special meetings of the Executive Committee as frequently as needed to transact the business of the Round Table. Other meetings and/or workshops shall be organized with the consent of the Executive Committee.

## Article VII. Committees

Section 1. Standing committee members shall serve for two years. Members in good standing of SELA/PRT may serve as committee members. All committees shall maintain records of their meetings and report at the biennial meeting.

## Section 2. Standing Committees

- a. Membership Committee: Chaired by the Secretary, this committee will help in locating potential members and shall keep the Round Table's mailing list current.
- b. Program Committee: Chaired by the Vice-Chairperson/Chairperson-Elect, this committee will be responsible for the SELA/PRT program at the biennial conference and will assist in the planning, preparation and publicity for all other meetings and/or workshops the Round Table may sponsor.

## Article VIII. Parliamentary Authority

The most recent edition of Robert's Rules of Order shall govern the meetings of the Round Table and its committees in all cases where applicable and not in conflict with the Bylaws of this organization.

## Article IX. Amendments

Section 1. This document may be amended at the biennial business meeting provided that the amendment is submitted to the Executive Committee at least eight weeks prior to the biennial conference and is publicized for consideration of the membership prior to the biennial conference. Two-thirds of those present shall constitute the majority vote necessary for passage.

Section 2. All amendments shall be recorded in the minutes of the meeting and the documents shall be duly revised, showing the date of revision.