

1. Name

- 1.1 The name of this organization shall be the Western Association of Map Libraries.

2. Purpose

- 2.1 The purpose of the Association shall be to encourage high standards in every phase of the organization and administration of map libraries by:
 - 2.1.1 Providing a forum to discuss mutual concerns and interests.
 - 2.1.2 Exchanging information on experiences, ideas and methods.
 - 2.1.3 Encouraging higher production standards of map manufacturers.
 - 2.1.4 Establishing and improving standards of professional service in this field.

3. Membership

- 3.1 Any individual interested in furthering the purpose of the Association may become a member by payment of dues in accordance with the Association's policies and procedures.
- 3.2 Rights and privileges of membership shall be accorded to those individuals who have paid all dues and assessments in accordance with the Association's policies and procedures.
- 3.3 Membership categories are:
 - 3.3.1 Members are those individuals paying dues annually.
 - 3.3.2 Paid Lifetime Members are those individuals who pay the Lifetime membership fee.
 - 3.3.3 Honorary Lifetime Members are those individuals who are so honored by the Membership. Dues are waived for Honorary Lifetime Members.
- 3.4 Rights and privileges are equal for all Members, except the Association may establish a surcharge for postage and costs based on a member's residency. Lifetime Members, in addition to the Information Bulletin, shall receive all publications in the Occasional Paper series without cost from the year of lifetime status forward.
- 3.5 Members may vote on all matters put before the Membership for decision.
- 3.6 Members are eligible to run for office and to serve as committee members, WAML liaisons, WAML representatives, or other appointed positions.
- 3.7 Members may attend all meetings of the general membership and Executive Board.
- 3.8 The ultimate authority on all matters pertaining to the Association rests with the Membership. Any decision made by the Executive Board is automatically subject to reconsideration by the Membership.
- 3.9 All members shall receive all issues of the Information Bulletin, announcements of WAML meetings, ballots, and notification of all matters decided by the Executive Board.
- 3.10 Dues, set by the Executive Board and outlined in the Association's policies and procedures, are payable at the beginning of the Association's fiscal year.

4. Meetings of the Membership

- 4.1 The Association shall hold general meetings at times and places within the Principal Region as selected by the Executive Board after consultation with the Membership. General meetings of the Membership may be held outside the Principal Region as extraordinary circumstances require. A ballot vote of the entire Membership is required to schedule such a meeting, with an approval vote of a 2/3rds majority of the membership.
- 4.2 There shall be at least one general meeting each year shall include, in addition to programs, a business meeting at which new policies and procedures adopted by the Executive Board shall be presented to the Membership.
- 4.3 Decisions that require a vote of the entire Membership shall be referred to all members by ballot.

5. Quorum

- 5.1 The Members present at a business meeting shall constitute a quorum.
- 5.2 Any majority vote of a quorum taken at a business meeting shall constitute a majority for the adoption of any matter.
- 5.3 Three members of the Executive Board shall constitute a quorum; however, whenever possible, all members of the Executive Board shall be consulted before decisions are made or policies and procedures are amended or adopted.

6. Special Meetings

- 6.1 Special meetings of the Executive Board, one of the committees, or any portion of the Membership may be held at any time, or in any place. The Executive Board shall be notified of plans to hold any special meeting.
- 6.2 A report of any special meeting, its agenda, attendance and action taken, shall be reported to the next business meeting.

7. Officers

- 7.1 The Officers of the Association shall be as follows:
 - President
 - President Elect (Vice President)
 - Treasurer
 - Secretary
 - Past President
- 7.2 Members and Lifetime Members of the Association are eligible to serve as officers.
- 7.3 The term of office for each of the officers, with the exception of Treasurer, shall be one year and shall begin on July 1. The term of office for the Treasurer shall be three years and shall begin on July 1.
- 7.4 Officers whose terms of office have expired or will expire at the beginning of the next term may stand for election to any open position.
- 7.5 The Executive Board shall fill any vacancy by appointment of a member. Appointments shall extend for the balance of the vacated term.
- 7.6 Officers shall not receive honoraria for their duties, but may be reimbursed for expenses associated with their offices.

8. Elections

- 8.1 By March 1st each year, the President shall appoint a three-member Nominating Committee which shall include the Past President.
- 8.2 The Nominating Committee shall give the Secretary a slate of nominees for the positions to be voted on, and shall inform the Executive Board of the slate.
- 8.3 The Secretary shall submit this slate to the entire Membership by ballot. The ballot shall state the return deadline date.
- 8.4 Ballots shall be returned to the Secretary who shall count them and notify the President of the results of the election. If the Secretary is running for office, the ballots shall be returned to and counted by the President Elect. The President Elect shall then notify the President of the results of the election.
- 8.5 The President shall notify the newly elected officers, the current Executive Board members and the unsuccessful candidates of the results of the election.
- 8.6 The Secretary shall then notify the Membership of the results of the election via the Information Bulletin and other appropriate publications of the Association.

9. Executive Board

- 9.1 The Executive Board shall be composed of the Officers.
- 9.2 The business of the Association shall be conducted by the Executive Board.
- 9.3 The Executive Board may adopt policies and procedures for the conduct of the Association's business.
- 9.4 Policies and procedures may be adopted at any time during the year and implemented immediately upon adoption.
- 9.5 When new or changed policies and procedures are adopted by the Executive Board, they shall be submitted to the members at the next business meeting.
- 9.6 Policies and procedures shall be published on the WAML website and made available in print to any member upon request to the Secretary.
- 9.7 When changes occur to the policies and procedures, the revisions shall be updated on the WAML website and distributed to all members by the WAML Secretary.
- 9.8 The Executive Board may establish standing and/or ad hoc committees to carry out tasks in accordance with the policies and procedures of the Association.
- 9.9 The Executive Board may appoint, hire, or otherwise engage the services of members or non-members for positions, tasks and duties that fulfill the needs of the Association.
- 9.10 The Executive Board may review and adjust these positions and duties as required.
- 9.11 The Executive Board may grant honoraria to members or non-members engaged in fulfilling such positions, tasks or duties.
- 9.12 The Executive Board may establish regular or special publications and establish subscription rates for serials and prices for special publications. The Executive Board may approve content and format.

10. Principal Region

- 10.1 The following states of the United States and provinces of Canada shall comprise the Principal Region for the purpose of selecting the sites of general meetings of the Membership:
 - Alaska, Alberta, Arizona, British Columbia, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Texas, Utah, Washington, Wyoming

11. Fiscal Year

- 11.1 The fiscal year extends from July 1 through June 30. The fiscal year shall be the standard year for operation of the Association's business, including the payment of membership dues and rendering of financial statements.
- 11.2 The Executive Board may adopt other calendar periods for other purposes, or for subscriptions to the Information Bulletin.

12. Dissolution

- 12.1 In the event a decision is made that leads to the dissolution of the Association, the assets remaining after all obligations have been paid shall be distributed by the Executive Board or its successor to a non-profit organization according to one of the following methods:
 - 12.1.1 Donate the entire remaining assets, including title to its copyrights, rents and royalties, to the institution that then holds the Archives of the Association. That institution must agree to use the proceeds for the improvement and maintenance of the Archives of the Association, according to generally recognized archival practices, the ultimate objective being the preservation for research, and
 - 12.1.2 If the institution then holding the Archives of the Association declines to accept the conditions herein enumerated, another institution shall be sought that shall accept the conditions.
 - 12.1.3 If no institution accepts the maintenance of the Archives of the Association within six months of the stated intent of dissolution, the assets shall be distributed as follows:
 - 12.1.3.1 The assets shall be divided equally among non-profit map librarianship organizations in the United States and Canada. Each organization must agree to use the proceeds for the purposes outlined in Bylaw 2 of this document.

13. Amendments

- 13.1 These Bylaws may be amended by a ballot vote of the entire Membership.
- 13.2 Proposed amendments must be submitted in writing to the Secretary by members or by the Executive Board at least one week prior to a scheduled business meeting of the Membership. The amendments shall be read and discussed at the meeting. The Secretary shall be responsible for submitting the proposed amendments to the entire Membership by ballot with appropriate explanatory comments with any arguments for or against the proposed amendments.
- 13.3 The ballot shall state the return deadline date.

- 13.4 An amendment shall be adopted if approved by a majority of the valid ballots returned.

(Adopted 1998)