

## KLAS Users' Group Bylaws

### Article I. Name

The name of this organization shall be the KLAS USERS' GROUP, hereafter referred to as the Users' Group.

### Article II. Purpose

The purpose of the Users' Group shall be to coordinate and plan for the Users' Group Conference and to support the goals of the users of KLAS (Keystone Library [Automation System](#)) developed, maintained and enhanced by Keystone Systems, Inc. The goals shall be:

1. To plan and coordinate the KLAS Users' Group Conference and other Users' Group community programming.
2. To assist Keystone Systems in determining objectives for the software.
3. To discuss any subject matter that may benefit members of the Users' Group in understanding and using the KLAS system as individual libraries or as a unit.

### Article III. Affiliations

The Users' Group may establish and/or maintain a relationship with any appropriate organization that it deems will enhance its purpose.

### Article IV. Membership

Membership in the Users' Group shall be open to any person whose library has the KLAS software, or has entered a legal, binding contract with Keystone Systems to license a system.

Members of the Users' Group include representatives from libraries using Keystone Library Automation Software (KLAS) including:

1. Network Libraries of the National Library Service for the Blind and Print Disabled (NLS)
2. Instructional Resource Centers (IRC)
3. Other libraries or associations where KLAS is operational (Other)

Each library may send as many representatives to the Conference as they are able. The number of libraries, which are represented in-person at the meeting of the Users' Group, will constitute a quorum. Each represented library will receive one vote on all issues requiring voting.

No annual dues will be required. Conference expenses however will be charged to the attendee as a registration fee in order to defray the cost of hosting the conference.

Ex officio members of the Users' Group shall include: Staff of Keystone Systems.

### Article V. Meetings

The Users' Group shall hold a conference at least biennially. The Users' Group will determine the time and location of Conference site. The Conference will be hosted by libraries using the KLAS software.

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**Article VI. Officers**

**President:** The President shall preside at the Conference. Unless otherwise provided the President shall appoint committees in collaboration with representatives of Keystone Systems. The President shall also run the Users' Group business and administrators' meetings at the KLAS Users' conference, be a liaison with Keystone on Users' Group and Conference issues, serve on at least one committee outlined in Article VII, and represent the Users' Group to NLS at conferences and meetings.

**Vice-President:** The Vice-President shall serve in a mentoring and leadership capacity to learn about the responsibilities of the Users' ~~Group and~~ shall assist the President with designated duties. ~~The Vice-President may~~ be required to perform President's duties if the President is unavailable. The Vice-President shall also serve on at least one committee outlined in Article VII.

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The Vice-President assumes the office of President at the end of the term of the standing President in office.

**Secretary:** The Secretary shall take minutes for the Users' Group business and administrator's meetings as well as those for other committees unless otherwise provided. The Secretary shall also serve on at least one committee outlined in Article VII.

**Immediate Past-President:** The Immediate Past-President is a non-elected member of the board of Officers who serves in a limited advisory capacity to offer support and guidance for the newly-elected President. The Immediate Past-President assumes their position upon the installation of the Vice President as President of the KLAS Users' Group.

**Election and Term of Office**

Officers shall be elected at the KLAS Users' Group Conference. If an election occurs in a non-conference year, it will be conducted online to facilitate broader participation of Users' Group members. A plurality of the votes is required to elect an officer. The number of agencies voting will constitute a quorum. Each agency member of the Users' Group will receive one vote.

**The President** is a position assumed by the outgoing Vice President that serves a term of one year.

**The Vice President** is an elected position that serves a term of one year and then becomes the President. ~~If the President vacates the office before the end of their term, the Vice-President shall assume the office of President. If the Vice-President becomes President before the term ends, a new Vice-President shall be elected.~~

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**The Secretary** is an elected position that serves a term of two years and can stand for re-election at the end of their first two-year term.

**The Immediate Past-President** is a position assumed by the outgoing President that serves a one-year term, with no renewal in office.

Before the election, nominations shall be requested from the floor provided the consent of the nominees has been secured.

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If only one candidate is nominated for an office the election will proceed at the conference viva voce.

Elections when there is more than one nominee for the office will be conducted online. A plurality of the votes is required to elect an officer. The number of agencies voting will constitute a quorum. Each agency member of the Users' Group will receive one vote.

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Voting must be conducted and tabulated within 30 days after the conference. A conference call will be held two weeks later to transition officer positions. The terms for the new officers shall begin on August 1. If a new President or Vice-President is elected or appointed before August 1, they will advance to the successive office on August 1.

In the case of the vacating of the Vice-President or Secretary office, nominations shall be requested from the membership. When there is more than one nominee for the office, an election shall be held to fill that office at the earliest possible date.

If only one candidate is nominated for an open officer position, that candidate shall be appointed to the position without an election, barring any dissent from the membership.

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**Deleted:** The election shall be held in a manner that is most convenient and allowing for the greatest level of participation by members of the Users Group.

**Article VII. Committees**

The President may appoint Special Committees on an as needed basis.

The President shall be an ex officio member of all committees.

**The Conference Logistics Committee** shall consist of at least one Officer per Article VI, the local host and other members who would like to serve on the committee. In order to help this committee, the past-president should serve through the following conference. Other members will be selected from those who volunteer as well as those who have served on the committee in the past.

**The Users' Group Program Committee.** Committee members shall include at least one Officer, local host representative during conference years, and other members who would like to serve on the committee. At least one person from an IRC and other agencies not from NLS libraries should serve on the committee when possible.

**The Nominating Committee** shall consist of five members. One person from the IRC and other libraries not from NLS Libraries should serve on the committee when possible. One member should be a current or former Officer from the Users' Group.

**KLAS Development Advisory Committee (KDAC)**

The KLAS Development Advisory Committee is defined by and functions according to KDAC guidelines.

**Article VIII. Finance**

No dues will be assessed on the members. Registration fees by attending members will be used to defray the cost for the Conference, unless outside funding is available. No part of the net earnings of the Users' Group shall inure to the benefit of or be distributed to its members, trustees, officers or other private persons, except that the group shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Bylaws. This shall qualify as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**Article IX. Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules or order the Committee may adopt.

**Article X. Amendments to the Bylaws**

Amendments of these bylaws will be considered at the Users' Group Business Meeting. Proposed

changes must be presented to all Users' Group members at least fourteen days prior to the business meeting.

Further revisions will cease upon the adjournment of the meeting and a final draft copy will be prepared and distributed within seven days. A two-thirds vote of the Users' Group is required to adopt proposed Bylaws changes. Voting shall take place online within 30 days after draft changes are posted.

The above Bylaws were approved by the members of the KLAS Users' Group via an online vote, concluding on the 3rd of June, 2022.

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President \_\_\_\_\_

Date signed \_\_\_\_\_