

**Bylaws of the
System Office Managers and Bookkeepers Association of Wisconsin
(S.O.M.B.A.W.)**

Article I: NAME

The name of this organization shall be the System Office Managers and Bookkeepers Association of Wisconsin (SOMBAW).

Article II: PURPOSE

- Section 1. To offer opportunities for representatives who hold system financial/office management positions, to meet for discussion and share expertise, experience and knowledge.
- Section 2. To enhance the effectiveness of SOMBAW representatives in Wisconsin library systems.

Article III: MEMBERSHIP

- Section 1. Membership is limited to representatives who hold financial/office management positions in library systems in the state of Wisconsin.
- Section 2. A notice of intent to participate shall be filed by the membership with the Chair at or before the first meeting of each calendar year.
- Section 3. Amount of dues will be discussed annually at the first meeting of the year.

Article IV: OFFICERS

- Section 1. Officers of the association shall consist of a Chair, Vice-Chair (who shall Serve as Chair-Elect), and Treasurer.
- Section 2. The Chair performs traditional duties, to include:
 - a. setting agenda
 - b. presiding at all meetings.
 - c. appointing such committees as may be needed.
 - d. sending meeting notice to membership 10 days prior to the date of the meeting.
 - e. Annually the Chair will send notices of annual participation with first meeting notice of the year.
- Section 3. The Vice-Chair shall preside in the absence of the Chair.

Section 4. The Treasurer will manage the SOMBAW meeting fund and provide reports of that fund to the membership.

Section 5. The recorder of the minutes shall be designated at the first meeting of the year and the minutes shall be shared with the membership in a timely manner after each meeting.

Article V: **VOTING AND ELECTIONS**

Section 1. Each public library system shall have one vote.

Section 2. Each member may designate a proxy to vote on a specific issue.

Section 3. Election of officers shall be held at the last meeting of the calendar year.

Section 4. Officers' terms shall be two years, and officers, except for the treasurer, may not serve more than one consecutive term in the same office.

Article VI: **MEETINGS**

Section 1. Quorum – A quorum shall consist of representatives from fifty-one percent of the participating systems. Virtual attendance is considered part of the quorum.

Section 2. Meetings shall be held two times per year in the spring and autumn.

Section 3. Each member may designate an alternate to act on his or her behalf at association meetings.

Section 4. Minutes of the meetings shall be permanently preserved by the Chair.

Section 5. Positions taken and recommendations made by this association shall be construed only as representing the opinions of the members.

Section 6. Meetings will be conducted according to Robert's Rules of Order, Revised.

Article VII: **AMENDMENTS**

Amendments may be made to these by-laws at any called meeting, provided the proposed change has been provided to the membership electronically at least ten days prior to the meeting.