

**Bylaws**  
**Council of Research and Academic Libraries (CORAL)**  
**San Antonio, Texas**

As revised and approved  
November 9, 2001  
October 29, 2004  
November 11, 2005  
March 31, 2006  
April 21, 2009  
September 16, 2016

**ARTICLE I – NAME AND PURPOSE**

**SECTION 1.** The name of this not-for-profit corporation organized in 1966 and incorporated in 1977 under the laws of the State of Texas shall be the Council of Research and Academic Libraries, Inc., hereinafter referred to as “CORAL”.

**SECTION 2.** The purpose of CORAL shall be to develop and strengthen library information resources and services in the greater San Antonio area through the development of cooperative programs in concert with each member institution’s responsibility for its own clientele; provision of a forum for employees from member institutions to discuss important issues relevant to their positions; and promotion of information literacy in the greater San Antonio area, as well as in member institutions.

**SECTION 3.** As a not-for-profit corporation, which is exempt under section 501(c)(3) of the Internal Revenue Code, no part of the property, assets or net income of CORAL shall inure to the benefit of any director, officer, member institution, or other private person except that CORAL shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives set forth in Article I, Section 2 of these bylaws. No substantial part of the activities of CORAL shall be devoted to propaganda or to influence legislation. CORAL shall not participate or intervene in any political campaign for public office, nor shall it engage in any other activities not permitted of a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Code).

**SECTION 4.** Should dissolution of CORAL become necessary, CORAL shall be dissolved pursuant to the relevant provisions of the Texas Not-for-Profit Corporation

law. After paying or adequately providing for the payment of liabilities, the remaining assets of CORAL shall be distributed to the Texas Library Association.

## **ARTICLE II – MEMBERSHIP**

**SECTION 1.** The membership of CORAL shall be composed of academic, public, research, and special libraries.

**SECTION 2.** Membership may be granted to an institution which fulfills the following requirements:

a) Maintains library and information services in support of the academic or research needs of the CORAL community.

b) Accepts the aim and purposes of CORAL and will support its activities through payment of dues.

c) Provides an application for membership and agrees to abide by the CORAL bylaws.

d) Be approved by the Executive Board and subsequently be approved by a vote of member institutions.

e) Voting member status shall be granted at the time of payment of dues.

**SECTION 3.** Each member institution shall register its official voting representative with the CORAL President in writing or via email. Voting member institutions will be represented by the Chief Library Administrative Officer, or designated alternate, of the member institution. Each member institution shall have one vote and the right to be represented in any elective office, appointive position, or interest group.

**SECTION 4.** Any member institution may withdraw from CORAL provided that a written resignation is submitted to the CORAL President. Dues for the current year will not be refunded.

**SECTION 5.** Annual dues must be paid before the Fall meeting to establish eligibility for voting member institution status. The current annual dues amount is available on the About page of the CORAL website. Nonpayment of dues will result in termination of membership.

**SECTION 6.** CORAL shall hold at least two meetings per year, one in the Fall and one in the Spring. The dates and places of the meeting shall be fixed by the Executive Board.

**SECTION 7.** The Executive Board shall, when necessary, recommend increases to the annual dues. Increases must be approved by a vote of member institutions no later than June 30th of that year.

**SECTION 8.** The annual budget consists of the dues of the member institutions. The treasurer will submit a report detailing expenditures from this budget. Expenses exceeding the annual budget must be approved by a vote of member institutions.

### **ARTICLE III – EXECUTIVE BOARD**

**SECTION 1.** The Executive Board shall consist of the President, Vice-President/President-Elect, Secretary, Treasurer, and the most recent and available past President of CORAL, and up to two additional members at large.

**SECTION 2.** The Executive Board shall meet as needed to plan and bring recommendations to the CORAL membership.

**SECTION 3.** The Executive Board shall be responsible for recommending a budget and dues schedule to the CORAL membership, shall propose goals and objectives for the organization and report each year on progress toward the attainment of goals.

**SECTION 4.** The Executive Board shall review all grant applications and grant reports and provide management of all grants.

**SECTION 5.** The Executive Board may hire, appoint, and dismiss staff as necessary. The Executive Board shall direct the activities of CORAL staff, including defining the duties of positions. CORAL staff shall serve at the pleasure of the Executive Board.

### **ARTICLE IV – OFFICERS**

**SECTION 1.** The elected officers of CORAL shall be President, Vice-President/President Elect, Treasurer, Secretary, and the most recent and available past President.

**SECTION 2.** The officers shall be elected via written correspondence during even-numbered years, and must be employed at a member institution. A transition period for some officers, such as the Treasurer, may be required.

**SECTION 3.** The term of office is two years. Officers may run for reelection.

**SECTION 4.** The President shall be the Chief Executive Officer of CORAL and, subject to the Executive Board, shall have general supervision and control over its affairs. The President shall preside at all meetings of the CORAL membership and of the Executive Board, shall see that the Bylaws of CORAL and the orders of the Executive Board are faithfully executed; and shall recommend to the Executive Board such measures as are deemed necessary. The President shall have authority to sign checks and sign legal documents.

**SECTION 5.** The Vice-President (President-Elect), in the absence or withdrawal of the President, shall have and perform all the duties and obligations of the President for the remainder of the CORAL year. The Vice-President accedes to the office of President.

**SECTION 6.** The Treasurer shall perform the usual duties of the office and those assigned by the Executive Board. At each meeting the Treasurer shall report to the membership on the financial status of CORAL. The Treasurer shall have authority to sign checks.

**SECTION 7.** The Secretary shall keep minutes of the regular and special meetings of the CORAL membership and the Executive Board, shall provide notification of all meetings, and shall perform such other duties as the President or the Executive Board may direct.

**SECTION 8.** The most recent and available past President shall carry out such duties as the President and/or the Executive Board may assign.

**SECTION 9.** Vacancy of Secretary and/or Treasurer shall be filled by the President unless it is determined that there is a need to fill the position immediately. In this case, the Executive Board will select a replacement for the remaining unexpired term.

Vacancy of Vice President must be filled by election. Said election must be held as soon as possible and will be held in writing or via email. Upon election, the newly elected Vice President will fill the unexpired term of office and will then assume the office of President. Vacancy of President will be filled by the Vice President who will complete both the unexpired term of office and the term of office for which he was elected.

**SECTION 10.** A CORAL officer may be removed by a vote of member institutions if he or she is not fulfilling the responsibilities of his or her office.

## **ARTICLE V – COMMITTEES**

**SECTION 1.** Ad hoc committees of CORAL shall be established as needed by the membership and/or the Executive Board. These committees shall have such powers and functions as the membership and/or the Executive Board finds desirable for the conduct of its business and for carrying out the objectives of CORAL. Each ad hoc committee shall submit annual written reports to the President.

Members of ad hoc committees may be employees from any member institution. Reappointment to a committee is permitted.

## **ARTICLE VI – FUNDS, CONTRACTS, AND PROPERTY**

**SECTION 1.** The CORAL fiscal year shall be July 1 through June 30 of the following year.

**SECTION 2.** Funds for CORAL expenses shall be derived from annual dues paid by member institutions and from additional funds which accrue from CORAL activities, gifts, and other sources.

**SECTION 3.** Any agreement, contract, or grant application entered into by CORAL shall have the advance approval by vote of member institutions. The Executive Board may act on behalf of the CORAL membership to execute a contract resulting from actions previously approved by the CORAL membership. All affiliate and contractual relationships shall be directed toward the best interest of CORAL.

**SECTION 4.** Purchase of property by CORAL shall have the written approval of the Executive Board. If the cost is over \$500 and has not been included in the budget, it shall have the advance approval by vote of member institutions.

## **ARTICLE VII – NOMINATIONS AND ELECTIONS**

**SECTION 1.** The President shall appoint a Nominating Committee of three members, no one of whom shall be a member of the Executive Board, but one of whom shall be either a former officer or a member of the previous Nominating Committee.

**SECTION 2.** The Nominating Committee shall prepare a slate of nominees for office. Such slate shall be presented in writing or via email in even-numbered years. Additional nominations may be submitted to the Nominating Committee and added to the ballot.

**SECTION 3.** Elections shall be held in writing or via email. The candidates receiving the largest number of votes shall be declared elected.

**SECTION 4.** For special elections to fill the unexpired term of office for Vice President, the Nominating Committee shall present a slate of nominees for office. Such slate shall be presented to the membership in writing or via email within ten (10) days of the vacancy occurring. Additional nominations may be submitted to the Nominating Committee and added to the ballot. The election must be held within thirty (30) days of the vacancy occurring.

## **ARTICLE VIII – VOTING**

**SECTION 1.** Voting may be conducted in writing or via email. To pass, ballots require a two-thirds (2/3) majority of member institutions. Information on the topic being voted on will be disseminated to the CORAL listserv ten (10) working days prior to voting. Employees of member institutions should submit feedback to their voting representatives, who should compile that information and provide it to CORAL. The online ballot will be disseminated to voting representatives five (5) working days prior to the ballot due date.

## **ARTICLE IX – INDEMNITY**

**SECTION 1.** CORAL shall not be responsible for statements of opinion advanced in its publications or at meetings of CORAL, or for any statements by any of its members except those approved by the CORAL membership or those reflecting duly established policies of CORAL.

## **ARTICLE X – INTEREST GROUPS**

**SECTION 1.** Groups which are granted official status as CORAL Interest Groups shall operate within the rules and regulations established by the CORAL membership.

a) Interest Groups are not required to limit affiliation to employees of member institutions.

b) Interest Groups may assess their own dues.

- c) Interest Groups may request funds from CORAL, either as a loan or as a grant. Such requests must be made in writing to the CORAL Executive Board.
- d) The CORAL Board must approve all grant applications of the Interest Groups.
- e) Interest Groups must appoint a chair who is employed by a member institution.
- f) Interest Groups are required to submit an annual report to the CORAL President.

## **ARTICLE XI – AMENDMENTS**

**SECTION 1.** Amendments to the bylaws must be approved by a vote of member institutions.

**SECTION 2.** Any revisions in or amendments to the CORAL Bylaws shall be submitted to the CORAL Executive Board for review before presentation to the CORAL membership. The CORAL Executive Board may make a recommendation about the acceptance of bylaws amendments.

## **Appendix A**

### **Goals of CORAL**

1. Promote professional development through workshops, seminars, and scholarships.
2. Enhance communication and cooperation between member libraries.
3. Support cooperative resource development, preservation, sharing, and outreach.