

North Carolina Community College Evergreen Shared ILS Bylaws

- I. **Organization Name.** The name of this organization shall be the North Carolina Community College Evergreen (NCCCE) Shared ILS group. The North Carolina Community College Library Association will act as the fiscal and contractual agent under a Host Institution Agreement with NCCCE.
- II. **Mission.** The mission of this shared ILS group is to empower North Carolina Community College libraries to create a robust, helpful, and diverse knowledge environment by utilizing an integrated open-source library system that promotes excellence in teaching, learning, research, and innovation to meet the informational needs of faculty, staff, students and the communities we serve. As a cooperative entity, NCCCE adds value for all member libraries by sharing costs, collections, and technical expertise.
- III. **Membership.**
 - a. **Eligibility.** All North Carolina Community Colleges
 - b. **Qualifications.** All eligible Libraries must meet basic hardware and network speed requirements.
- IV. **Application Process.**
 - a. All interested libraries must submit a formal request to the NCCCE Governance Committee Chair.
 - b. Upon receipt of this request, the Governance Committee Chair will send the interested library a copy of the Bylaws and procedures and the Memorandum of Agreement (MOA).
 - c. The Governance Committee will vote to approve or deny membership to the interested Library.
 - d. Once approved, the interested Library will indicate their willingness to abide by the bylaws, procedures, and MOA by signing the Memorandum of Agreement completely.
- V. **Admission to Shared ILS Group.**
 - a. A library is officially admitted to the shared ILS group once they return the signed MOA.
 - b. Once a library is admitted to the shared ILS group, they will meet with the Governance Committee to construct and implement a migration plan.
- VI. **Membership Withdrawal.**
 - a. Any member wishing to terminate their membership in the shared ILS group must express their desire to do so in writing by 31 December before the start of the next fiscal year. The termination of membership will take effect on 30 June (6 months) after the member institution's intent to terminate.
 - b. The terminating institution is responsible for all fees associated with migrating and extracting their records from the shared ILS database.

VII. **ILS Vendor Contract Renewal**

- a. The ILS vendor shall submit the proposed renewal contract to the Governance Committee for review no later than sixty (60) days prior to the expiration of the current agreement.
- b. The Governance Committee shall examine the proposed contract in its entirety, identifying any provisions requiring clarification, modification, or negotiation.
- c. Upon completion of the initial review, the Chair of the Governance Committee shall send member libraries the proposed contract renewal with the Governance Committees' comments and recommended changes at least fourteen (14) days prior to convening a meeting of all member Library Administrators.
- d. The purpose of this meeting shall be to present the proposed contract, solicit questions, and record concerns or recommendations. All feedback shall be documented in writing and retained as part of the official record.
- e. The Governance Committee shall reconvene to consider the feedback provided by member libraries. The Committee shall then vote either to approve the contract as presented or to request that the vendor incorporate any revisions agreed upon by the Committee.
- f. Approval shall require a majority vote of the Committee members present, provided quorum requirements are met.
- g. Upon approval by the Governance Committee, the Chair will forward the contract to the President of the North Carolina Community College Library Association for final review.
- h. The President, as the official contract holder of record, shall conduct a final review and execute the agreement on behalf of the Association.

VIII. **Governance Committee.**

- a. **Composition.** The committee will have eleven (11) members and consist of a Committee Chair, Committee Vice Chair, Committee Past Chair, Secretary, North Carolina Community College Library Association Liaison; and four (4) subcommittee chairs for Cataloging/Serials, Resource Sharing, Reports, and Training, respectively, as well as two at-large committee members.
- b. **Governance Committee Member Responsibilities.**
 - i. The Committee Chair will serve as the chief executive officer. The Chair will serve as a liaison or appoint a designee to the NCCCLA Executive Board. The Chair may appoint members to limited-duration *ad hoc* groups with the approval of the Governance Committee for specific purposes. Such groups are dissolved upon presentation of a final report to the Governance Committee. Such *ad hoc* groups report only and do not have voting status.
 - ii. The Committee Vice Chair/Chair-Elect acts as secretary for the Governance Committee and will assume the responsibilities of the Chair in the event the Chair is absent, or the position of the Chair becomes vacant.
 - iii. The Committee's Past Chair guides the current chair and serves as chair of the Nominating Committee to supervise the nominating process. The Past Chair will also serve as secretary in the absence of

the Chair or Vice Chair.

- iv. The Secretary will be responsible for taking minutes of all Governance Committee and general membership meetings. This person will archive all meeting agenda and minutes on the NCCCE instance of Basecamp.
- v. The North Carolina Community College Library Association (“NCCCLA”) Liaison shall act as the official representative and intermediary between the NCCCE Shared ILS Group and the NCCCLA. The Liaison shall attend all meetings of the NCCCE Governance Committee and the NCCCLA Executive Board. In such capacity, the Liaison shall provide relevant information and respond to inquiries pertaining to the NCCCE ILS vendor contract, as may be required by either body. The Cataloging/Serials Subcommittee evaluates the current capabilities of the ILS and makes recommendations to the Governance Committee about policies, procedures, and best practices for cataloging and serials management. The Chair of the Cataloging/Serials Subcommittee recruits subcommittee members, calls and conducts subcommittee meetings, serves ex officio on the NCCCE Governance Committee, and either serves as or appoints a liaison to the Evergreen Community Cataloging Interest Group.
- vi. The Resource Sharing Subcommittee sets resource sharing policies and procedures for the consortium, with input from member libraries. The Subcommittee Chair recruits members to provide equal representation from all parts of the state and from large and small college libraries. Subcommittee procedures and suggested best practices will be crafted by the full committee and enacted by a successful vote of the Governance Committee.
- vii. The Reports Subcommittee makes recommendations to the NCCCE Governance Committee about policies, procedures, and best practices for creating and sharing reports. The Subcommittee will create and share report templates, provide reports training and provide low level report troubleshooting assistance to the NCCCE membership. The Reports Subcommittee Chair recruits subcommittee members, calls and conducts subcommittee meetings and serves ex officio on the NCCCE Governance Committee. The Reports Subcommittee Chair keeps current regarding report capabilities of the ILS, reported bugs and updates by either serving as or appointing a liaison to the Evergreen Community Reports Interest Group monthly online meetings and monitoring the meeting page for meeting notes and recorded presentations.
- viii. The Training Subcommittee develops training materials based on recommendations from the Governance Committee. The Chair of the Training Subcommittee recruits subcommittee members, calls and conducts subcommittee meetings, serves ex officio on the NCCCE Governance Committee, and either serves as or appoints a liaison to the Evergreen Community Documentation Interest Group.
- ix. Two at-large Governance Committee Members from NCCCE libraries

will serve as liaisons to the general membership.

IX. General Membership Meeting.

- a. A general membership meeting will occur once a year in May.
- b. Special membership meetings may be called throughout the year to vote on issues such as amending the bylaws or other topics the Governance committee deems necessary. A two-thirds (2/3) majority of member libraries would be needed to amend the bylaws or other issues requiring a member vote.
- c. Each member institution will have one vote, cast by their library administrator or designated proxy, on any decision requiring a vote by the general membership. The name of the designated proxy must be emailed in writing to the Chair of the Governance Committee at least two business days before the election.
- d. Results of Governance Committee Elections will be shared with the membership at the annual meeting.

X. Nomination.

- a. Sixty days before the election of new Governance Committee members whose terms expire, the Past Chair will form an ad hoc Nomination Committee of shared ILS group members. If the Past Chair position is vacant, these duties will fall upon the current Chair.
- b. The Nomination Committee members cannot be members of the Governance Committee or running for an open position.
- c. The Nomination Committee will solicit and coordinate nominations for open positions.

XI. Election.

- a. An election will be held annually in March to replace the Governance Committee Vice Chair/Chair-Elect, Secretary, and the two at-large members once their terms have expired.
- b. A simple majority will elect members seeking election to the Governance committee.
- c. Each member institution will have one vote, cast by their library administrator or designated proxy, for the annual election. The name of the designated proxy must be emailed in writing to the Chair of the Governance Committee at least two business days before the election.
- d. In the case of a tie, the Chair and Vice Chair will determine the winning candidate by drawing lots.
- e. The four subcommittee chairs will be selected from among and by current subcommittee members.
- f. The North Carolina Community College Library Association Liaison position will be appointed by the Chair of the Governance Committee after soliciting recommendations and feedback from the committee members.

XII. Governance Committee Member Terms. Governance Committee member terms shall be two years commencing on July 1, after the election of new members, and ending on 30 June.

- XIII. **Vacancies.**
- a. Subcommittee chair vacancies will be filled from among and by the subcommittee members.
 - b. Other vacancies will be filled through appointments by the Governance Committee members.
- XIV. **Meetings of the Governance Committee.**
- a. The Governance Committee shall meet at least once a month, and additional meetings will be scheduled as needed.
 - b. At least two weeks before the meeting, the Chair or their designee will notify all members of the Governance Committee meeting. All members are welcome to present any issues or topics they would like to discuss.
 - c. Governance Committee meetings are limited to committee members and invited guests.
- XV. **Attendance.** Members of the Governance Committee are expected to attend all meetings. If a Governance Committee member misses more than two consecutive meetings, the Governance Committee, at their discretion, may appoint someone to replace this member for the duration left in their term.
- XVI. **Governance Committee Authority.** The Governance Committee shall:
- a. Implement policies and procedures to maintain the integrity of the shared ILS and uniformity of records created within the system.
 - b. Communicate regularly with the Hosting and Support Vendor about implementing system upgrades.
 - c. Review and discuss recommendations from all subcommittees and vote on implementing recommendations.
 - d. Establish new subcommittees and task forces as the Governance Committee deems necessary to support the operational and programmatic needs of the NCCCE Shared ILS group.
 - e. Communicate all discussions and decisions made by the Governance Committee to all members of the shared ILS group.
- XVII. **Voting.** During Governance Committee meetings, a majority of members must be present in order to vote on items of business. If a quorum is not present, an email vote may be warranted. Each member of the Governance Committee has one vote. A majority vote among the attending members of the Governance Committee meeting is necessary to pass any policy or recommendation before the committee.
- XVIII. **Appeal Process.** A member library or group of libraries may request reconsideration of a decision made by the Governance Committee. The request must be made in writing with a justification for the reconsideration and signed by all libraries participating in the request. Once the request is received, the Governance Committee will review a reconsideration of the decision. The Governance Committee will provide a written notification of the decision that will be distributed to the appealing library or libraries.

XIX. Amendment of Bylaws.

- a. The Bylaws of the NCCCE Shared ILS group may be amended by a two-third (2/3) vote of the member libraries. Furthermore, member libraries may propose amendments to the bylaws if one-third (1/3) of the member libraries support the proposed amendments.
- b. All changes to the Bylaws recommended by the Governance Committee will be placed before all members of the shared ILS group for a vote. A two-thirds (2/3) majority of the members will be needed to approve the recommendation for the Bylaws to be amended.
- c. Written notification will be provided by the Governance Committee thirty (30) days before voting on the proposed amendment to the bylaws.
- d. The Governance Committee will review the bylaws every two (2) years at the beginning of the new committee appointment terms. Any recommended changes or modifications will be submitted to the member libraries for review, and a vote will be called to approve any suggested changes.

Revised and approved by the NCCCE ILS Group members (January 7, 2026)