



Bylaws

(Revised and Adopted on July 12, 2004 in Boston)

(Revised on July 13, 2014 in San Antonio)

(Revised on July 19, 2015 in Philadelphia)

(Revised on July 21, 2020 during Virtual Business Meeting)

Article I: NAME

“ The name of this caucus shall be the Asian American Law Librarians Caucus (AALLC). ”

Article II: OBJECT

“ The object of the AALLC shall be: to provide a forum for the exchange of ideas and information on, and to represent its members' interests and concerns within the American Association of Law Libraries (AALL). It shall promote law librarianship; promote the study of Asian law; develop and increase the effectiveness of Asian American law librarians; foster cooperation among Asian American members of the profession; and provide for the further continuing education of Asian American law librarians. ”

Article III: MEMBERSHIP

“ Membership shall be open to any person requesting affiliation with the AALLC. ”

Article IV: ANTIDISCRIMINATION

“ Neither membership, nor full participation in the activities of this caucus shall be denied to any person on account of race, color, religion, sex, age, national origin, sexual orientation, disability or gender identity. ”

Article V: OFFICERS AND EXECUTIVE COMMITTEE

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Section 1. Officers

The officers shall consist of a chair, vice chair/chair-elect, and secretary/treasurer.

Section 2. Terms of Office

The vice chair/chair-elect shall serve a two-year term, the first year as vice chair, and the second year as chair. A new vice chair/chair-elect shall be elected each year. The secretary/treasurer shall serve a two-year term, and shall be elected every other year. Officers shall serve until the adjournment of the annual business meeting.

Section 3. Duties of Officers

Chair: It shall be the duty of the chair to coordinate all business and projects through the executive committee of the caucus; to appoint members to the committees of the caucus and appoint chairs of said committees; to communicate and inform caucus members of recent developments and activities of the caucus; to chair the annual meeting; to act as liaison to the AALL; to prepare required reports for and correspondence with the AALL as appropriate.

Vice Chair/Chair-Elect: It shall be the duty of the vice chair/chair-elect to work with the executive committee; to solicit and develop program ideas as chair of the program committee; and to conduct any other duties delegated by the chair.

Secretary/Treasurer: It shall be the duty of the secretary/treasurer to maintain all written and financial records of the caucus, including the taking and reporting of minutes of business meetings, managing the budget, and preparing reports as required.

Section 4. Executive Committee

There shall be an executive committee consisting of five (5) members including the officers named above, the immediate past chair, and the chair of one of the standing committees who shall be appointed by the chair.

Section 5. Vacancies

Any vacancies in offices shall be filled by a member of the executive committee or a member of the caucus appointed by the executive committee for an interim term until the next regular election of officers, at which time said vacancies shall be filled by election, except, the vice chair/chair-elect shall automatically become chair upon a vacancy in such office and shall continue in that office until the expiration of the term for which the vice chair/chair-elect was originally elected to serve as chair, and the immediate past chair shall automatically become vice chair upon a vacancy in such office and shall serve until the expiration of the pending term. ”

ARTICLE VI: NOMINATIONS AND ELECTIONS

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Section 1. Nominations Committee

There shall be a nominations committee appointed by the chair, to consist of three (3) members, none of whom shall be a member of the executive committee, and none of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve a one-year term. The chair shall designate the chair of the committee.

Section 2. Nominations

The nominations committee shall nominate one candidate for each office. Names of candidates shall be presented by the nominations committee to the chair at least three months before the annual meeting to enable the chair to inform the members of the nominations; notification of members may be by announcement through the caucus webpage or electronic discussion board. In the case a candidate cannot be found, the vacancies procedure in Article V, Section V shall be used.

Section 3. Voting

General elections shall take place during the annual meeting of the caucus and election to an office will be by simple majority of members present. ”

Article VII. MEETINGS

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Section 1. Annual Meeting

There shall be an annual meeting of the caucus, preferably held in connection with, or during the annual meeting of the AALL. The scheduling of the annual meeting during the annual meeting of the AALL shall be cleared with the annual meeting program chair, or as otherwise provided in the AALL Bylaws. Meetings shall be open to all members of the AALL, but no person may vote in any meeting who is not a caucus member.

Section 2. Quorum

A quorum shall consist of the members present at the meeting. ”

Article VIII. COMMITTEES

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There shall be five standing committees: a bylaws committee, a communications and publicity committee, a membership and mentoring committee, a nominations committee, and a program committee. There shall be such other standing or special committees as the executive committee or chair shall create. Unless otherwise provided, committee chairs shall be designated by the chair of this caucus. ”

Article IX: PARLIAMENTARY AUTHORITY

“ *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*, in the latest edition, shall govern all deliberations of the caucus. ”

Article X: AMENDMENTS

“ Members shall submit proposed Bylaws amendments to the Bylaws Committee before the annual business meeting. Proposed amendments to the Bylaws shall be submitted to the AALL Bylaws & Resolutions Committee by the Secretary for approval before the membership votes on them at the business meeting. After receiving approval of proposed Bylaws amendments from the AALL Bylaws & Resolutions Committee, the Bylaws Committee shall notify the members of the proposed amendments at least thirty (30) days prior to the business meeting. Amendments must be approved by a simple majority vote of AALLC members present at the business meeting. ”

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