

BYLAWS OF THE ASIAN AMERICAN LAW LIBRARIANS' CAUCUS

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; 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, or disability.

Article V: OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Officers

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

Section 2. Terms of Office

The vice president/president-elect shall serve a two-year term, the first year as vice president, and the second year as president. A new vice president/president-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

- a. President. It shall be the duty of the president 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 prepare a column for each issue of the caucus's newsletter; to chair the annual meeting; to act as liaison to the AALL; to prepare required reports for and correspondence with the AALL as appropriate.

- b. Vice President/President-Elect. It shall be the duty of the vice president/president-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 president.
- c. Secretary/Treasurer. It shall be the duty of the secretary 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 president, and the chair of one of the standing committees who shall be appointed by the president.

Section 5. Vacancies

All other vacancies in offices shall be filled by a member of 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 president/president-elect shall automatically become president upon a vacancy in such office and shall continue in that office until the expiration of the term for which he was originally elected to serve as president, and the immediate past president shall automatically become vice president upon a vacancy in such office and shall serve until the expiration of the pending term.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

There shall be a nominating committee appointed by the president, 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 president shall designate the chair of the committee.

Section 2. Nominations

The nominating committee shall nominate one candidate for each office. Names of candidates shall be presented by the nominating committee to the president at least three months before the annual meeting to enable the president to inform the members of the nominations; notification of the members may be done by announcement in a

newsletter sent to all members of the caucus or on the caucus's listserv.

Section 3. Voting

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

Article VII. MEETINGS

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

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

Article IX: PARLIAMENTARY AUTHORITY

Sturgis Standard Code of Parliamentary Procedure, in the latest edition, shall govern all deliberations of the caucus.

Article X: AMENDMENTS

These bylaws may be amended at the annual meeting of the caucus, by a simple majority vote of the members present. Notice of proposed amendments shall be published in the caucus's newsletter or published on the caucus's listserv, thirty (30) days in advance of the meeting.