

Information Technology (IT) Division



GO

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RSS

[IT Division Brochure](#)
[IT Division Blogging Section Blog](#)
[IT Division Blog](#)
[Contact IT](#)
[SLA Home](#)



Bylaws

June, 2000

Article I	Name and Objectives	Article VIII	Funds, Contracts and Property
Article II	Membership	Article IX	Nominations and Elections
Article III	Executive Board	Article X	Publications
Article IV	Officers	Article XI	Division Representation and Affiliation
Article V	Meetings	Article XII	Dissolution and Merger
Article VI	Committees	Article XIII	Amendments
Article VII	Sections		

These Bylaws were:

*Approved by the Bylaws Committee, Special Libraries Association
(signed) Betty Eddison, Chairman. (dated) TBD*

*Approved by the Information Technology Division membership
(signed) Karen Bleakley. (dated) 6/13/2000*

Article I. Name and Objectives

Section 1. The name of this organization shall be the Information Technology Division, Special Libraries Association.

Section 2. The objectives of this Division shall be those of the Special Libraries Association:

To provide an association of individuals and organizations having a professional, scientific or technical interest in library and information science, especially as these are applied in the recording, retrieval and dissemination of knowledge and information in areas such as the physical, biological, technical and social sciences, business, management and the humanities and

To promote and improve the communication, dissemination and use of such information and knowledge for the benefit of libraries or other educational organizations.

Section 3. The mission of the information technology division is to advance the leadership role of its members in using information technology for putting knowledge to work for the benefit of decision-makers in corporations, government, the professions, and society, as well as to shape the destiny of our information and knowledge-based society.

[<top>](#)

Article II. Membership

Section 1. The membership of the Division shall be all those members of the Special Libraries Association who elect to affiliate with the Division.

Section 2. Members, Associate Members, and Retired Members of the Association who are members of the Division, shall have the right to vote and to hold any elective or appointive office in the Division.

Section 3. Student Members of the Association who are members of the Division shall have the right to vote and to hold any appointive, but not elective, office in the Division.

Section 4. The rights and benefits of Sustaining Members and Honorary Members shall be determined by the Association Board of Directors.

[<top>](#)

Article III. Executive Board

Section 1. There shall be an Executive Board that shall have the power and authority to manage the Division's property and to regulate and govern its affairs. The Board shall determine policies and changes within the limits of the Bylaws of the Association and of the Division, and shall take such actions as it considers necessary to carry out the objectives of the Division, and shall perform such other functions as the membership may direct.

Section 2. The Executive Board shall consist of five members elected by the membership: the Chair, the Chair-elect, the Secretary, the Treasurer, and the most recent past-Chair. All members of the Executive Board shall be Members of Special Libraries Association and the Division.

Section 3. The Executive Board shall hold at least one meeting annually and may hold additional meetings upon call of the Chairman or upon written request of any member of the Executive Board. Three members of the Board shall constitute a quorum.

Section 4. A vacancy in the membership of the Executive Board, except in the office of Chairman, shall be filled by a majority vote of the remaining members of the Executive Board. This Board-elected member is to serve until the next annual election. Should a vacancy occur in the Chair, the Chair-elect shall become Chair immediately and the Executive Board shall choose an Acting Chair-elect to serve until the next election. Should a vacancy occur in the office of Chair-elect, the Executive Board shall conduct a special election as soon as possible.

Section 5. The term of office of the Chair, Chair-elect, and past Chair, shall be one year. The term of office of Secretary and Treasurer shall be two years. All members of the Executive Board shall serve until their successors are elected and assume their duties. The term of office shall commence at the adjournment of the Association's Annual Business Meeting, or, if there is no Annual Business Meeting, on July 1 following the election. If an elected officer will be unable to assume office following the Division annual business meeting, an election shall be held at this meeting.

[<top>](#)

Article IV. Officers

Section 1. The Chair shall

- Be the chief executive officer of the Division and, subject to the Executive Board, shall have general supervision and control over its affairs;
- Be responsible for supervision of Division program planning for the Association Annual Conference during the year the office is held;
- Preside at all business meetings of the Division and of the Executive Board;
- Recommend to the Board such measures considered desirable to further the objectives and broaden the effectiveness of the Division;
- With the Secretary, sign all contracts and other legal documents;
- Sign all checks drawn upon Division funds as co-signatory with the Treasurer, unless determined otherwise by the Executive Board, or forward a signed approval of expenses to the Treasurer so that a check may be issued;

- Be a member ex-officio without vote, of all committees except the Nominating Committee;
- With the Chair-elect, represent the Division at meetings of the Cabinet held during the Association Year in which they are Chair and Chair-elect, or, if either is unable to attend, shall designate a Member, Associate Member or Retired Member of the Division to serve as alternate;
- Prepare such reports as may be required by the Division Cabinet officers; and
- Be responsible for the preparation of such reports as may be required of other Division officers by the Division Cabinet officers.

Section 2. The Chair-elect shall:

- Assist the Chair in the performance of the duties of the Chair;
- In the event of absence or withdrawal of the Chair assume all the duties and obligations of the Chair.
- Perform such other duties as may be delegated by the Division Chair or Executive Board.
- Shall be responsible for the Division program during the Association Annual Conference during the year in which chair.
- With the Chair, represent the Division at meetings of the Division Cabinet during the Association Year in which the office is held; and

Section 3. The Secretary shall:

- Act as secretary at Division or Executive Board meetings
- Keep minutes of business meetings;
- Be corresponding secretary and keep official correspondence and records;
- Notify candidates of the results of elections of officers in cases of a contested election;
- With the Chair sign all contracts and other legal documents;
- Also perform such duties as the Chair may assign.

Section 4. The Treasurer shall:

- Keep complete records, including ledger recording receipts and disbursements of Division funds, of money received and disbursed for the Division;
- Pay all bills approved by the Chair and
- Perform such other duties as may be prescribed by the Executive Board;
- Shall sign all checks drawn upon Division funds as co-signatory with the Chair, unless otherwise determined by the Executive Board.
- Furnish such financial statements as may be required by the Executive Board, the Chair, the Division Cabinet officers , and the Association.

Section 5. The immediate Past Chair

- Shall be a member of the Executive Board and shall carry out such duties as the Chair and/or the Board may assign.

[<top>](#)

Article V. Meetings

Section 1. The annual business meeting of the Division shall be held during the Association Annual Conference, or, if there is no conference, upon call of the Chair. At least one business meeting shall be held during the term of office of each elected Executive Board.

Section 2. Special meetings may be held upon call of the Executive Board or on petition of ten members of the Division. Notice of a special

meeting shall specify the business to be transacted and no business other than that stated in the notice shall be considered.

Section 3. Notice of meetings in writing shall be sent to each member at least fifteen days before the meeting.

Section 4. A quorum for the transaction of business shall be twenty members of the Division.

Section 5. Whenever, in the judgment of the Executive Board, a question arises that cannot await the annual business meeting, the Executive Board may submit the question for a vote by mail. The closing date for the return of mail votes shall be established by the Executive Board. The question presented shall be resolved by a majority vote provided twenty-five per cent of the members have voted.

Section 6. When not in conflict with these Bylaws, "Roberts Rules of Order, Revised" (latest edition) shall govern all deliberations.

[<top>](#)

Article VI. Committees

Section 1. Standing and special committees shall be established by the Executive Board for the purpose of delegating such powers and functions as the Board finds desirable for the conduct of its business and for carrying out the objectives of the Division. These committees shall be responsible to the Executive Board.

Section 2. The Chair shall appoint the members and shall designate the Chair of all committees except the Nominating Committee. Appointment to standing committees shall be for two years unless determined otherwise by the Executive Board. No member may serve continuously on any one committee in excess of four years. Appointment to standing committees shall be made to provide continuity of membership.

Section 3. A Committee Chair may participate in meetings of the Executive Board but shall not have the right to vote. In case of inability of any Committee Chair to attend meetings of the Executive Board, The Chair may designate a member of the committee to represent the committee.

Section 4. Each committee shall submit to the Executive Board a written report of its activities throughout the year, together with any recommendations considered necessary or advisable. Additional reports may be submitted by a committee or requested by the Executive Board or the Chair. Project progress reports will be submitted to all members of the Division at least once a year.

Section 5. Funds for committee expenses shall be authorized by the Executive Board.

[<top>](#)

Article VII. Sections

Section 1. Sub-Units relating to definite areas of interest within the Division may be established by the Executive Board upon written petition of ten members of the Division who desire to participate in the activities of the proposed Sub-Unit. Funds for sub-unit expenses shall be authorized by the Executive Board. Sub-Units shall submit to the Division Executive Board an annual report including a financial statement. Should dissolution of a Sub-Unit occur, its assets shall revert to the Division. Formation or dissolution of a Sub-Unit shall be reported to the Division Cabinet Officers.

Section 2. Sub-Unit Chairs are selected in the same manner as the Division Officers (see Article IX. Nominations and Elections)

Section 3. Sub-Unit Chairs are not voting members of the Executive Board but attend Division Board meetings and represent the viewpoint of their Sub-Units in discussions.

Section 4. Members of the division may belong to no Sub-Units, any, or all of the Division Sub-Units.

Section 5: Sub-units exist because of perceived member need. In the event that fewer than ten members belong to a sub-unit for a 12 month time period or that no one agrees to serve as Chair, it will cease to exist and its assets will revert to the division.

[<top>](#)

Article VIII. Funds, Contracts and Property

Section 1. Funds for Division expenses shall be derived from the Association as an allotted share of the annual dues paid by Division members. Eligibility for this allotment is based on the submission to the Association of the Division financial statement for the previous year and on its acceptance by the Association. The Division may also derive funds from other sources such as publications, courses and workshops. Requests for additional funds or loans may be submitted to the Association Board of Directors for its consideration. All funds

received by the Division shall be used for purposes incident to the fulfillment of the Division's objectives. Should dissolution of the Division become necessary, its assets shall revert to the Association.

Section 2. If special projects are undertaken requiring additional funds, the Executive Board of the Division shall decide on appropriate means of raising the required amount.

Section 3. Any agreement or contract entered into by the Division shall have advance approval of the Executive Board. All affiliate and contractual relationships shall be directed toward the best interests of the Division and of the Association and shall protect the property and identity of the Division and the Association. If cost or liability exceeds us\$5,000.00, the transaction must be reviewed and signed by the Association's Executive Director; any which exceed the Division's available or budgeted funds requires approval of the Association Board of Directors. >

Section 4. Purchase of property by the Division shall have the written approval of the Executive Board. If the cost is over \$1000, it shall have the advance approval of the Executive Board. If it exceeds the Division's available or budgeted funds, prior notification shall be made to the Division Cabinet officers for the purpose of obtaining the required advance approval of the Association Board of Directors.

Section 5. The Division may support the expenses (coach air fare, hotel and registration) of any member of the Executive Board or Conference Planner to the Winter or Annual Meeting in cases where the parent organization will not support them, upon application to and approval of the Executive Board.

[<top>](#)

Article IX. Nominations and Elections

Section 1. A Nominating Committee for election of members to the Executive Board shall be appointed by the Executive Board by the end of the SLA Winter Meeting or no later than four months prior to the Division Annual Business Meeting. This committee shall be composed of at least three members including the Past Chair who is the chair of the committee. Except the Past Chair, no other current board member shall be a member of this committee, but one of whom shall be a member of the previous Nominating Committee. In the event that the Past Chair is unable to serve on the committee for any reason, the Executive Board will name a Chair from either a former Past Chair or former member of the Nominating Committee to provide continuity.

Section 2. Each year the Nominating Committee shall present at least one candidate for Chair-elect, and in alternate years either Secretary or Treasurer, whichever two year position needs to be filled. The Committee shall obtain the written acceptance of each nominee prior to submission of its report.

Section 3. The report of the Nominating Committee shall be sent to division members at least 90 days before the Annual Business Meeting. Further nominations accompanied by written acceptance of the nominee may be entered by petition of not less than 10 division members and shall be filed with the Nominating Committee at least 60 days before the annual business meeting. The report of the Nominating Committee shall be presented for approval by the membership at the Division's Annual Business Meeting.

Section 4. If the slate includes more than one candidate for any office, election shall be by ballot mailed to each division member 30 days before the Division Annual Business Meeting. The candidate who receives the largest number of votes for any office shall be elected. In the event of a tie, election shall be by majority vote of the members present at the Annual Business Meeting.

Section 5. Sub-units should submit nominations for Chair-elect for each sub-unit to the Nominating Committee to be included in the division ballot.

[<top>](#)

Article X. Publications

Section 1. Control of all publications of the Division for its members shall be vested in the Executive Board.

Section 2. The Division shall not be responsible for statements or opinions advanced in its publications or at meetings of the Division, or for statements by any of its members, except those authorized by the Division Executive Board, or those reflecting duly established policies of the Division or the Association.

Section 3. The Division shall publish, at a frequency determined by the Executive Board, information pertinent to information technology and also news and notes of Division activities, planning, etc. The Division publication shall be issued for the dissemination and exchange of news and ideas among librarians, information specialists and their co-workers.

[<top>](#)

Article XI. Division Representation and Affiliation

Section 1. Division representatives to joint committees and meetings of other societies having objectives allied to those of the Division and the Association shall be appointed by the Chair. Such representatives shall submit at least one written report to the Executive Board during the year.

Section 2. Upon approval by a majority of the Division membership voting, the Division may affiliate or disaffiliate with a local common interest organization provided that:

1. The objectives of such organization are consistent with those of the Division and of the Association; and
2. The activities of such organization are not in conflict with Article I: Sections 3, 4 and 5 of the Association Bylaws.

Any other affiliation, including that with a national or international organization, shall be approved by the Association Board of Directors. Notices of affiliations and disaffiliation shall be reported to the Division Cabinet officers and to the administrator of the Association office.

[<top>](#)

Article XII. Dissolution and Merger

Section 1. The Division may petition for dissolution, or for merger with another Division, by mail vote of its membership, the ballots to be mailed not more than 45 days after an annual business meeting at which a majority of the members present votes that it is no longer meets the needs of the membership. If two-thirds of the mail ballots favor dissolution, or merger, the petition shall be submitted to the Division Cabinet Officers for presentation to the Association Board of Directors, which shall make the final decision.

Section 2. In the event of dissolution, all assets of the Division shall revert to the Association. In the event of merger, assets shall become a part of the new merged unit, as decided by the two bodies concerned. Any other monies shall revert to the Association.

[<top>](#)

Article XIII. Amendments

Section 1. These Bylaws may be amended by a two-thirds vote of the members present and voting at any Division meeting, provided written notice containing the text of the proposed amendment has been sent to each member at least thirty days before the meeting at which it is to be considered.

Section 3. Amendments may be proposed by the Executive Board, the Bylaws Committee, or 10 members of the Division. Proposals originating in the Executive Board or in the Bylaws Committee shall be approved by a majority vote of the Board before submission to the members. Proposals originating by petition shall be submitted in writing to the Executive Board and shall be presented to the members with the recommendation of the Board.

Section 2. Any revisions in or amendments to the Division Bylaws shall be submitted to the Association Bylaws Committee for review before presentation to the Division membership.

These Bylaws were:

Approved by the Bylaws Committee, Special Libraries Association
(signed) Betty Eddison, Chairman. (dated) TBD

Approved by the Information Technology Division membership
(signed) Karen Bleakley. (dated) 6/13/2000

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