

New Jersey Chapter Governance

December 8, 2017

NAME AND MISSION

The name of this unit is the New Jersey Chapter of the Special Libraries Association.

The mission of this Chapter shall be that of the Special Libraries Association

MEMBERSHIP

The membership of the Chapter shall be those members of the Association who reside or work within the geographic boundaries of the Chapter, defined as the 21 counties within the state of New Jersey, in Bucks County, Pennsylvania, and those members who elect to affiliate with the Chapter.

The Association's Board of Directors shall define the classes of members.

Chapter membership falling below 25 members for more than one Association year will be reported to the Chapter Cabinet Chair as a Provisional Chapter.

EXECUTIVE BOARD

The executive board ("board") with a minimum of four members shall have the authority and responsibility to manage the Chapter's property and to regulate and govern its affairs. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the board.

No member shall serve in the same office for more than two consecutive terms.

Should the office of president become vacant, the president-elect shall assume this position for the remainder of the term. All other board vacancies, including a vacancy in the office of president-elect, occurring before the conclusion of a departing member's term, will be filled by majority vote of the remaining members of the board.

OFFICERS – EXECUTIVE BOARD

The President, subject to the executive board, shall have general supervision and control over Chapter affairs.

The President-elect shall have duties as specified by Chapter Recommended Practices and the needs of the Chapter.

The Secretary shall keep an approved record of all meetings of the Chapter and board and sign legal documents jointly with the president.

The Treasurer shall have custody of the Chapter funds.

The Director of Communications shall be elected by the Chapter members for a period of two years, with responsibilities as specified by the Chapter Recommended Practices and the needs of the Chapter.

The Chapter may elect additional officers as specified by the Chapter Recommended Practices, and the needs of the Chapter.

MEETINGS

The Chapter annual business meeting shall be held prior to the end of the calendar year. At least one business meeting shall be held during the term of office of each elected board. Adequate notice of meetings shall be provided to the membership. If necessary, Board meetings, including the annual business meeting, may be conducted by teleconference, or virtually, for greater member participation. Also, the plan for chapter meetings is that there will be both in-person and virtual, webinar meetings and presentations throughout the year, adequately advertised and sufficiently funded (by sponsors or free options) for maximum member involvement.

COMMITTEES

The board may establish committees, which shall be responsible to the board.

The board may authorize funds for committee expenses.

No Chapter member may serve on any one committee for more than six consecutive years.

SUBUNITS

Subunits may be established and disbanded by the Chapter, according to Chapter Recommended Practices.

FUNDS, CONTRACTS AND PROPERTY

Funds for Chapter expenses shall be derived in part or in whole from the Association as an allotted share of the annual dues paid by Chapter members.

Any agreement, contract, or obligation entered into by the Chapter, including the purchase of property such as office machines, filing cabinets, computer equipment, etc., shall have advance approval of the board. Any agreement, contract or obligation must be in compliance with Association liability limits as prescribed in Chapter Recommended Practices.

NOMINATIONS AND ELECTIONS

A Nominating Committee for each election of members to the board shall be appointed by the board. Nomination of candidates for each office and the election of candidates shall be determined by Chapter Recommended Practices.

DISSOLUTION AND MERGER

The Chapter may petition the Association Board of Directors for dissolution, or for merger with another Chapter, by vote of its membership in accordance with Chapter Recommended Practices.

COMMUNICATIONS

Chapters shall institute suitable mechanisms to facilitate communications with and between its members regarding Chapter activities, affairs, issues, and other matters.

CHAPTER REPRESENTATION AND AFFILIATION

Chapter representatives to joint committees and meetings of other societies having objectives allied to those of the Chapter and of the Association may be appointed by the President.

AMENDMENTS

This governing document may be amended by an affirmative vote of two thirds of the members present at any Chapter meeting. Revisions in, or amendments to, the Chapter governing document shall be reviewed by the Association Bylaws Committee, prior to presentation to the Chapter membership.

Approved by Chapter Cabinet on this date: _____

Approved by Board of Directors on this date: _____

Effective Date of this Governance Document: _____

Approved by the Bylaws Committee, Special Libraries Association

Chair:_____Date:_____

Signed by the President of this Chapter

(Signed) _____ Date:_____