

Bylaws

Northern California Association of Law Libraries

Article I. Object.

This Chapter is established as a nonprofit organization to promote law librarianship and information services, to develop and increase the usefulness of law libraries, to foster a spirit of cooperation among members of the law library profession, and to promote the exchange of information and ideas among those law libraries in California north of the northern boundaries of Kern, San Bernardino, and San Luis Obispo Counties.

Article II. Membership.

Section 1. Categories of membership. Members of the Association shall consist of:

- a. **Active members.** Any person residing within the geographical boundaries of the Association and meeting the following qualifications, may, upon payment of dues, have the status of active member:

Any person officially connected with or regularly employed in a law library or a separately maintained law section of a general library or who has had such a connection within the past seven years;

Any person officially and regularly employed in a government documents library or in a separately maintained government documents section of a general library or who has had such connection within the past seven years;

Any person providing professional librarian services to law libraries or who has done so within the past seven years.

Active membership can be reassigned if the membership records indicate the dues were paid by the firm or institution. Application to reassign membership should be made to the NOCALL Membership Committee Chair.

- b. **Associate members.** Any person not eligible for active membership may become an associate member by paying dues.
- c. **Retired members.** Any person who is retired from library work, and was an active member of the Association for ten (10) or more consecutive years, may become a retired member upon payment of

dues. Membership in the Western Pacific Chapter of the American Association of Law Libraries, prior to the founding of this Association, shall count towards meeting the years of membership requirement.

Those persons previously elected to life membership may continue as life members with no requirement of payment of annual dues.

- d. **Student members.** Any person enrolled in a law school or a library school may become a student member upon the payment of annual dues.

Section 2. Rights and privileges.

- a. The right to hold office shall be restricted to active members and retired members.
- b. The rights of voting shall be restricted to active members, retired members, and life members.
- c. Persons from any membership category, who reside within the Association's geographical boundaries, may be selected to serve as committee members and committee chairs.

Section 3. Dues.

- a. Dues shall be set by the Executive Board and ratified by a majority vote of voting members at any business meeting or by mail or electronic ballot.
- b. Notice of a vote to increase dues shall be given at least thirty (30) days prior to the meeting date that the vote will be taken.
- c. Membership dues are due and payable at the beginning of the Association year.
- d. Members whose dues are not paid by the beginning of the second quarter of the Association year shall be suspended from membership but may be reinstated upon payment of the full amount of the current year dues.
- e. Dues paid by new members who join the Association within the last quarter of the Association year will be deemed to be paid in full for membership in that quarter as well as membership in the following Association year.
- f. New members, for the purposes of this section, shall mean any person

who is eligible for membership and who has not been a member of the Association at any time during the three years preceding the current Association year in which they apply for membership.

Section 4. The Association year shall begin on June 1. The Membership Standing Committee shall prepare and distribute an annual membership list by October 1 of each year.

Section 5. Except for the requirement that active members reside within the geographic boundaries of this Association, membership in this Association shall be open to any person eligible for membership in the American Association of Law Libraries. Any membership questions shall be decided in light of this provision.

Article III. Meetings.

Section 1. An annual meeting of the Association shall be held in May at such time and place as the Executive Board shall determine. The annual meeting shall include a business meeting.

Section 2. Regular meetings, which may include the Fall workshop and Spring Institute, shall be held four (4) times a year at such times and places as the Executive Board may elect or the Association direct.

Section 3. Special meetings may be held at such times and places as the Executive Board may determine.

Section 4. A quorum for a business meeting of the Association shall consist of either twenty-five (25) active members or ten (10) percent of the active members on the Association's membership list twenty-four (24) hours in advance of the meeting, whichever is less.

Section 5. Notice of regular meetings shall be given at least two (2) weeks prior to the date of the meeting.

Section 6. Notice of the annual meeting shall be given at least thirty (30) days prior to the date of the meeting.

Section 7. *Robert's Rules of Order*, in the current edition, shall govern all deliberations of the Association when not in conflict with the Constitution and Bylaws or special rules of order of the Association.

Article IV. Nominations and Elections.

Section 1. Nominating Committee. The Executive Board shall appoint a chair of the nominating committee, who will then select at least two (2) additional

members. The nominating committee shall submit to the Executive Board, no later than December 15, a list naming preferably two (2) candidates for each of the open executive board positions including the elected members and the following offices: Vice-President/President-elect, Secretary, Treasurer. No member of the nominating committee shall be a member of the Executive Board nor shall be a candidate for office in the succeeding election.

Section 2. Notification. The Executive Board shall provide notice to the membership of the candidates proposed by the nominating committee no later than January 20.

Section 3. Additional nominations. Additional nominations may be made by petition of ten (10) active members in good standing. The petition must be submitted in writing to the President no later than February 15. Written acceptance by the nominee should accompany the petition.

Section 4. Elections. The officers and executive board members shall be elected by secret ballot, prepared by the Secretary, and distributed to the membership no later than March 1. Persons elected shall be notified no later than April 1. If the Secretary is one of the candidates, ballots will be returned to another member of the Executive Board.

Section 5. Ballots. Ballots shall be retained until the annual meeting, at which time, by appropriate motion, they may be destroyed.

Section 6. Special Elections. Special elections may be held by secret ballot or at a business meeting as determined by the Executive Board. ;

Article V. Executive Board.

Section 1. The Executive Board shall consist of seven (7) members: the officers, the immediate past president and two (2) elected members. The elected members shall each serve a term of one year. All officers and members of the Executive Board shall serve until the adjournment of the annual meeting at which their successors are announced, or if there is no annual meeting, until June 1 following the election of their successors.

Section 2. The Executive Board shall meet upon call of the President or Secretary, and otherwise as may be determined by the Executive Board.

Section 3. Quorum of the Executive Board shall consist of a majority of its members. The act of majority of the Executive Board present at a meeting at which a quorum is present shall be the act of the Executive Board.

Section 4. The Executive Board may conduct business by mail, email, or phone. A vote taken by mail, email, or phone shall become the act of the Executive Board upon the approval of a majority of the members of the Executive Board.

Section 5. Non-liability of Executive Board. The members of the Executive Board shall not be personally liable for the debts, liabilities, or other obligations of the Association.

Section 6. Board members shall turn over their files and records to newly elected officers no later than June 15.

Article VI. Committees and Representatives.

Section 1. The committees of the Association shall be of two (2) classes: Standing Committees and Special Committees. Standing committees shall be those established for purposes requiring the continuous attention of the Association. Special committees shall be those established for a stated period to accomplish a specific purpose. At the end of the stated period, the continuation of every special committee shall be decided by the Executive Board.

Section 2. Members of standing committees shall be appointed for terms of one (1) year, beginning at the close of the annual meeting. Committee members shall be chosen from those members of all categories, who reside in the Association's geographical boundaries.

Section 3. Each committee shall file a semi-annual and an annual report with the Secretary of the Association at the time as set by the President, and other reports shall be submitted as requested by the President or Executive Board. Committee chairs shall turn over their files and records to the newly appointed chairs no later than June 15.

Section 4. Association representatives to other organizations, agencies and to meetings of other associations shall be appointed by the President and shall report in the manner set forth in Section 3.

Section 5. No committee or representative shall incur expenses on behalf of the Association except as authorized by the Executive Board nor shall any committee or representatives commit the Association by any declaration of policy.

Article VII. Conflict of Interest.

Section 1. Officers and members of the Executive Board shall refrain from votes on matters before the Board which have a potential pecuniary impact on the member or the entity by which the member is employed.

Section 2. Officers and members of the Executive Board, as well as chairs and members of committees shall make decisions in the best interests of the Association and its membership notwithstanding the potential pecuniary impact on the member or the entity by which the member is employed.

Adopted December 5, 1980

Amended September 16, 1981

Amended May 23, 1985

Amended September 25, 1987

Amended May 13, 1988

Amended January 27, 1989

Amended May 9, 1991

Amended May 7, 1992

Amended January 27, 1993

Amended September 21, 1995

Amended May 15, 1996

Amended January 23, 2002

Amended May 19, 2004

Amended January 26, 2006

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