

# **PRIVATE LAW LIBRARIANS & INFORMATION PROFESSIONALS-SPECIAL INTEREST SECTION**

## **BYLAWS**

### **Article I: NAME**

Section 1. The name of this special interest section of the American Association of Law Libraries (AALL) shall be the Private Law Librarians & Information Professionals-Special Interest Section. It may also be known as the PLLIP-SIS.

### **Article II: OBJECT**

Section 1. The objectives of the Private Law Librarians & Information Professionals-Special Interest Section shall be to promote the value of members and their professional expertise; to advocate for members' professional growth and leadership opportunities; to provide professional development and continuing education (CE) opportunities for members; to enhance members' awareness of trends in technology, knowledge management, and the business of law through timely maintenance of the SIS websites, newsletters, and other available communication media; to represent members' interests and concerns within the AALL and to collaborate with other special interest sections on issues of common interest.

Section 2. The Section shall conduct its affairs in conformity with the Bylaws of the American Association of Law Libraries.

### **Article III: MEMBERSHIP**

Section 1. Membership shall be open to any AALL member requesting affiliation with the Special Interest Section as provided in the AALL Bylaws. Membership shall be renewable each year.

Section 2. Dues will be established, collected and disbursed by the Treasurer of AALL in accordance with AALL Bylaws.

Section 3. The fiscal year will be the same as that of AALL, October 1st through September 30th.

### **Article IV: OFFICERS**

Section 1. The officers shall consist of a Chair, a Vice-Chair/Chair-Elect, a Secretary and a Treasurer. Officers shall serve without compensation, but shall be reimbursed for any approved or budgeted expenditures in the discharge of their duties.

Section 2. Duties of Officers

The Chair, Vice-Chair/Chair-Elect, Secretary and Treasurer shall perform the duties usually pertaining to their respective offices, and such other duties as may be assigned by the Executive Committee or the membership.

Section 3. 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 and the Treasurer shall serve a two-year term, and shall be elected every other year with the terms staggered so that either the Secretary or Treasurer assumes office each year. The Members-At-Large shall serve two-year terms,

with the terms staggered so that one new Member-At-Large assumes office each year. Officers shall serve until the adjournment of the SIS annual business meeting.

#### Section 4. Nominating Committee

There shall be a nominating committee appointed by the Executive Committee 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 term of one year. The chair of the committee shall be designated by the Executive Committee.

(a) The nominating committee shall nominate at least one candidate for each office.

(b) All candidates must be members in good standing of the Special Interest Section.

(c) Names of candidates, together with their written acceptances, shall be presented by the nominating committee to the Chair in sufficient time to enable the Chair to electronically inform the members of the nominations; this may be done via an announcement in the Section's e-Newsletter, emailed to the members, posted on the SIS website or via the ballot announcement, or through the then current and usual means of communication of the SIS with members.

(d) Further nominations may be made upon written petition of five (5) members. Such petitions, with the written consent of the nominees, should be filed with the Secretary, who prepares an official ballot, including nominations by petition.

(e) The Secretary shall send an electronic ballot to each member of the Special Interest Section. Marked ballots shall be returned to the secretary by a specified deadline. The candidates receiving the largest number of votes shall be elected and shall be so reported at the Special Interest Section's annual meeting. All candidates shall be notified of the results of the election at the earliest possible time.

(f) All of the above procedures must be scheduled and executed so that elections are completed at least two (2) months prior to the date of the AALL annual meeting.

(g) In case of a tie vote, a run-off election shall be held at the annual business meeting. Run-off elections shall be by secret ballot. The ballots shall be immediately counted and the candidate with the largest number of votes declared elected.

(h) All vacancies in offices shall be filled 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 that 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 that person was originally elected to serve as Chair.

### **Article V. MEETINGS**

#### Section 1. Annual Meeting.

There shall be an annual meeting of the Special Interest Section, preferably held in connection with, or during, the annual meeting of the AALL.

#### Section 2. Quorum

A quorum for a business meeting of the Special Interest Section shall consist of fifty (50) SIS members.

### **Article VI: EXECUTIVE COMMITTEE**

Section 1. There shall be an Executive Committee consisting of:

- a) the Chair,
- b) the Vice-Chair/Chair-Elect,
- c) the Immediate Past Chair,
- d) the Secretary,
- e) the Treasurer, and
- f) two (2) Executive Board Members-At-Large

Section 2. All officers and members of the SIS Executive Board shall serve until the adjournment of the annual SIS Business Meeting.

Section 3. The Executive Committee shall meet during each AALL Annual meeting and may also hold additional meetings by electronic means or in-person.

#### **Article VII: COMMITTEES AND GROUPS**

The Special Interest Section may have both groups and committees as provided in this Article.

There shall be the following established groups of the SIS: Competitive Intelligence, Corporate, Independent, Intellectual Property, Knowledge Management, One-Person and Records/Conflicts Management. Each group shall send a representative to the annual meeting of the SIS Executive Committee. There shall be additional standing or special committees as the Executive Committee shall create, or shall be created by a majority vote of those present and voting on a written resolution of the Section. Such resolutions must be presented to the Secretary prior to the meeting. Unless otherwise provided, committee chairs shall be designated by the Chair of the Special Interest Section.

#### **Article VIII: PARLIAMENTARY AUTHORITY**

The rules of order mandated by AALL's Bylaws shall govern all deliberations of this Special Interest Section.

#### **Article IX: AMENDMENTS**

Section 1. These bylaws may be amended by a majority of votes cast by an electronic ballot conducted by the Secretary. Any amendment must be presented to the AALL Bylaws Committee for review.

Section 2. Notice of proposed amendments shall be distributed electronically and posted on the website to the Section's members, or be published in the Section's e-newsletter or through the then current and usual means of communication of the SIS with members, at least thirty (30) days in advance of the meeting, or of the distribution of ballots.

#### **Article X. ANTIDISCRIMINATION**

Membership in the SIS, or participation in any activity of the SIS, shall not be denied or abridged to any individual on account of race, color, religion, gender, age, national origin, disability, sexual orientation or gender identity.

Amended: May 1, 2000

Amended: May 7, 2005

Amended: April 9, 2013

Amended: May 25, 2015