

## SCIL Bylaws

Approved and adopted by membership vote on December 7, 2001; revised by membership vote November 2005, November 2010, November 2012, April 2015.



### Article I. Name

The official name of this organization shall be "Southern California Instruction Librarians", or "SCIL", an interest group of the California Academic & Research Libraries (CARL), the California chapter of the Association of College and Research Libraries (ACRL). These Bylaws are subject to the Bylaws of CARL, which, in turn are subject to those of ACRL and the American Library Association (ALA). Prior to September 2000, this organization was known as "The California Clearinghouse on Library Instruction, South (CCLI-South)," which was in existence since the mid 1970s.

### Article II. Purpose

Section 1. To improve the quality of library instruction in California by sharing expertise, resources and ideas.

Section 2. To identify the variety of library instruction programs in progress or in preparation in California for the knowledge and networking of area instruction librarians.

Section 3. To organize workshops in Southern California for the education and professional development of instruction librarians of the region.

Section 4. To communicate with the membership by means of, but not limited to, a listserv, web site, workshops, meetings, and contributions to the CARL Newsletter, which would also inform other academic librarians.

### Article III. Membership

Section 1. Membership in this organization is open to CARL members who designate SCIL as an interest group of choice.

Section 2. Membership shall be for a full calendar year, September to August, or any portion thereof, depending on when a member joins. The membership period is

based on the CARL membership year and may change to remain consistent with CARL Bylaws.

Section 3. Membership in the Steering Committee is open to any organization member who regularly attends SCIL meetings. The elected officers of this organization constitute an Executive Board and are automatically members of the Steering Committee.

#### **Article IV. Officers**

Section 1. This organization shall be governed by an Executive Board, all of whom are members of SCIL, and, hence, members of CARL.

Section 2. The Executive Board shall be composed of the Chair, Chair-Elect, Secretary, Program Registrar, and the immediate Past Chair.

Section 3. Duties of the Officers

- a. The Chair (elected position) shall prepare the agenda for and conduct all meetings and any other activities to meet the needs and interests of the members. In addition, the Chair shall serve as a member or chair of program committees for annual SCIL programs, act as liaison between SCIL and the CARL Executive Board, and act as liaison between SCIL and other organizations. The Chair shall appoint a Webmaster, Listserv Manager, and other positions as needed.
- b. The Chair-Elect (elected position) shall serve as a member or chair of each workshop or program committee, and shall serve in place of the Chair, as required or requested by the Chair, and shall perform other duties as requested by the Chair.
- c. The Secretary (elected position) shall prepare and keep minutes of meetings (membership or steering committee), as required, and send copies of the minutes to Steering Committee members, and shall perform other duties as requested by the Chair. The Secretary is also responsible for SCIL publicity and public relations, including workshop announcements and reports.
- d. The Program Registrar (elected position) shall keep accounts of all funds received and/or expended by the organization for programs and workshops, shall be responsible for the correct transfer of funds and reporting of financial information to the CARL treasurer and the SCIL Executive Board, and shall perform other duties as requested by the Chair. (The Program Registrar corresponds to the former Treasurer position in CCLI-South).

- e. The Webmaster (appointed position) shall be responsible for the accuracy, updating, and maintenance of the SCIL web site, including, but not limited to, information about SCIL (e.g., meetings, programs, workshops) with appropriate links to other sites (e.g., CARL, other library instruction sites, sites relating to specific workshops). The Webmaster shall be responsible for the maintenance of the SCIL listserv, including the update of SCIL members to the listserv, information on whom will be provided on a regular basis by the CARL Membership Director. The Webmaster will work closely with the Chair and other Executive Board or Steering Committee members as appropriate.
  
- f. The Past Chair (elected position as Chair during the previous year) shall serve as the head of the Nominating/Election Committee (see Article V for full description of election-related responsibilities). Additionally, the Past Chair shall continue to serve on the Executive Board to provide a smooth transition, continuity, and benefit of experienced advice for the organization. The Past Chair shall serve in the place of the Chair and Chair-Elect and shall perform duties as requested by the Chair.

## Article V. Elections

Section 1. In February, the Past Chair shall form a Nominating/Election Committee. The Nominating/Election Committee shall consist of no fewer than 2 current SCIL members.

Section 2. In March, the Nominating/Election Committee (headed by the Past Chair) shall submit a slate of candidates to the Steering Committee.

Section 3. In April, the Nominating/Election Committee shall distribute ballots to personal members, collect ballots, and tabulate election results.

Section 4. The Nominating/Election Committee shall report election results to the Chair and the Steering Committee in May or earlier.

Section 5. Officers shall be elected by a simple majority of members voting.

## Article VI. Terms of Office

Section 1. New officers will take office in July, which is the beginning of the CARL year and when new CARL Board members take office.

Section 2. Elected officers shall serve for one year, from July through June. (Note: the Chair Elect becomes Chair the following year and the Past Chair the year after that, thus, serving three years on the Executive Board.)

Section 3. Appointed positions are voluntary and may last for more than one year.

### **Article VII. Meetings**

Section 1. The Steering Committee shall meet approximately every six weeks during the academic year, generally September - June.

Section 2. Special meetings may be called by the Steering Committee or Chair at any time.

Section 3. All meetings, except Nominating/Election Committee meetings, are open.

Section 4. Ad hoc committees may call working meetings as necessary.

### **Article VIII. Committees**

Section 1. A Nominating/Election Committee shall be appointed by the Chair each year. It will consist of three SCIL members, one of whom shall be the Past Chair.

Section 2. Ad hoc committees shall be appointed by the Chair, as necessary, to plan and implement workshops and programs. The Chair shall appoint Chairs of these committees.

Section 3. Other committees, as deemed appropriate by the Steering Committee may be appointed by the Chair to work on special tasks or projects.

### **Article IX. Parliamentary Authority**

The official parliamentary authority of the organization shall be the current edition of Standard Code of Parliamentary Procedure by Alice Fleenor Sturgis.

### **Article X. Amendments to Bylaws**

These bylaws may be amended by the affirmative vote of a simple majority of the members voting, providing previous notice of the proposed action has been given at least Thirty (30) days prior to voting.