

# Constitution of the Law Librarians' Society of Washington, D.C.

(as Revised May 1984)

## ARTICLE I. Name

The name of this organization shall be Law Librarians' Society of Washington, D.C. (a chapter of the American Association of Law Libraries).

## ARTICLE II. Object

The Society is established for educational and scientific purposes. Its object shall be to promote librarianship, to develop and increase the usefulness of law librarians, to cultivate the science of law librarianship and to foster a spirit of cooperation among the members of the profession. In the event of dissolution of the Society its assets shall be distributed to organizations which are exempt from federal income tax under Section 501(a) of the Internal Revenue Code, which engage in activities consistent with the activities of the Society.

## ARTICLE III. Membership, Dues, Rights and Privileges

Section 1. Classification and election to membership. Any person interested in law libraries may become a member of the Society by qualifying under the provisions of one of the classes of membership.

There shall be five classes of membership: regular, associate, honorary, life, and student:

- A. Regular members. Any person in the District of Columbia or vicinity engaged in or qualified for law library or legislative reference work may be elected to the regular membership by the Board of Directors upon recommendation of the Membership Committee and payment of dues.
- B. Associate members. Any person not connected with a law library who through occupation or profession is interested in law libraries may be elected to associate membership by the Board of Directors upon recommendation of the Membership Committee and payment of dues.
- C. Honorary members. Upon recommendation of the Nominating Committee, the Society may elect at any election appropriate non-members as honorary members.
- D. Life members. Any member who has been a regular member of the Society for at least five years, but who has once retired from law library employment may be elected to life membership at any election upon recommendation of the Nominating Committee.
- E. Student members. Any individual who is enrolled in a library school or a law student enrolled in a law school.

Section 2. Dues. Dues for each class of membership in the Society shall be determined by the Board of Directors subject to approval by two-thirds of the members present and voting at any regular meeting provided that a written notice and an explanation of the proposed dues change shall have been mailed to the members at least ten (10) days in advance of the meeting.

Section 3. Payment of Dues. The fiscal year of the Society shall begin on June first. Notice of dues shall be sent to members by the Treasurer at the beginning of the fiscal year. A second notice of unpaid dues shall be sent in July. Members who have not made payment by the end of August shall be suspended from membership without further notification. Suspended members may be reinstated at any time upon payment of the full current year's dues.

Section 4. Rights and privileges of members. The right to hold office is restricted to regular members. The holding of committee chairmanships is restricted to regular and life members. Voting is restricted to regular, life and student members. All members shall receive LAW LIBRARY LIGHTS and the MEMBERSHIP DIRECTORY as part of their membership.

#### ARTICLE IV. *Officers and Board of Directors*

Section 1. Officers and terms of office. The officers shall consist of a President, a Vice-President/President-Elect, a Corresponding Secretary, a Recording Secretary, and a Treasurer. The Vice President/President-Elect shall be elected for two years with the second year being served as President. The Corresponding Secretary and the Treasurer shall be elected in alternate years to serve two years. The Recording Secretary shall be elected for two years. They shall be announced at the Annual Meeting and be declared elected, and shall assume office immediately. The President must be a member of the American Association of Law Libraries.

Section 2. Board of Directors. There shall be a Board of Directors, which shall consist of the officers, the last retired President, and three members, one of whom shall be elected at each election for a term of three years. Meetings of the Board of Directors shall be held at the call of the President who shall preside at these meetings, and the Recording Secretary shall act as secretary to the Board of Directors.

#### Section 3. Duties

- A. The duties of the officers and of the Board of Directors shall be those usually assigned to such offices as set forth in the latest edition of Robert's Rules of Order. Business transacted at the meetings of the Board of Directors shall be reported regularly to the membership via LAW LIBRARY LIGHTS.
- B. The President, officers, and Board of Directors shall arrange the programs for the regular and annual meetings.
- C. The Audit and Budget Committee shall conduct a financial review of the Society's records at least once year. A report on its review and a proposed budget for the following year shall be submitted at the May meeting.
- D. The Board of Directors shall have the power to fill any vacancy in elective offices except that of President, the person so elected by the Board to serve the unexpired term. In the case of the death or resignation of the President of the Society the Vice President/President-Elect shall become President and shall serve until the end of his own elected term.

#### ARTICLE V. *Committees*

There shall be standing committees and subcommittees to carry out the business and programs of the Society. Other committees may be created by the Board of Directors or by a majority vote of those present and voting at any meeting of the Society.

Section 1. Standing Committees. Arrangements, Audit and Budget, Constitution and Revision, Education, Elections, History and Archives, Library Services to Prisoners, Membership, Nominating, Public Relations, Publications, and Placement.

Section 2. Subcommittees. The following Publications Committee's subcommittees shall be appointed as required: Legal Periodical List Revision, Legislative History List Revision, and Membership Directory Revision.

Section 3. Duties of committees. The Chairman of each committee shall assume responsibility for carrying out the duties of his committee by meetings and other appropriate actions as outlined in the committee manuals.

Section 4. Appointments. The President shall appoint committee members and designate committee chairmen unless the Society shall otherwise direct.

#### ARTICLE VI. *Meetings*

Section 1. Regular meetings. The Society shall hold at least two regular meetings, one in September and one in January, with additional meetings when deemed appropriate by the Board.

Section 2. Annual meetings. The annual business meeting of the Society shall be held in the month of May.

Section 3. Meeting dates. Meeting dates shall be fixed by the newly elected Board of Directors. The membership shall be notified of the meeting dates for the ensuing year in advance of the September meeting.

Section 4. Special meetings. Special meetings may be held at such time and place as the Board of Directors may determine.

Section 5. Quorum. Twenty-five voting members present shall constitute a quorum for the conduct of business at any meeting.

Section 6. Open meetings. Meetings of the Society shall be open to nonmembers unless the officers and Board of Directors or presiding officer of a meeting announce a particular meeting or portions thereof will be closed to nonmembers. Nonmembers are invited as observers only unless their participation or discussion is requested by the presiding officer of the meeting. Suitable conduct and decorum is expected of all nonmembers who attend the meetings.

#### ARTICLE VII. *Nominations and Elections*

Section 1. Nominations. Not later than February 15th of each year the Board of Directors shall appoint a Nominating Committee of five members no one of whom shall be an officer or member of the Board of Directors and no one of whom shall be a candidate for office at the succeeding election. The Nominating Committee shall nominate at least two candidates for the elective positions of Vice-President/President-Elect, Recording Secretary, Corresponding Secretary or Treasurer, and one member of the Board of Directors. The Vice-President/President-Elect shall be elected for two years with the second year being served as President. The Corresponding Secretary and the Treasurer shall be elected in alternate years to serve two years. The Recording Secretary shall be elected for two years and the one

member of the Board of Directors shall be elected for a period of three years. Candidates for Honorary and Life membership, if any, shall also be nominated at this time. Names of candidates shall be presented by the Nominating Committee to the Board of Directors no later than April 1st.

In the event that the Vice President/President-Elect cannot assume the duties of President and such fact is known prior to March 1, the Committee shall nominate at least 2 candidates for the office of President for the term of one year.

Additional nominations may be made upon written petition of ten (10) voting members in good standing. Such petitions must be filed with the Nominating Committee no later than March 15th.

Section 2. Elections. The Board of Directors shall appoint a Committee on Elections which shall have charge of the conduct of the annual election and the counting and tabulation of all votes cast.

The Recording Secretary shall prepare an official ballot designating all of the offices and under each office the names of each of the nominees for the office listed in alphabetical order by last name.

Prior to April 15th, the Recording Secretary shall mail a copy of the ballot to each voting member of the Society in good standing. Ballots shall be marked, sealed in plain envelopes and returned to the Recording Secretary before May 10th in covering envelopes bearing on the outside the name and address of the member voting together with the words "Official Ballot." The Recording Secretary shall check on a list of members the names of all members whose votes are received. The Recording Secretary shall meet with members of the Committee on Elections at which time members of the Committee on Elections shall receive the returned official ballots from the Recording Secretary. Together the Recording Secretary and members of the Committee on Elections shall then separate the plain envelopes from the covering envelopes through a process which will ensure the anonymity of each voting member before his official ballot is tabulated. The official ballots shall then be tabulated. The candidates receiving the largest number of votes shall be declared elected and shall be so reported at a business session of the Annual Meeting by the Committee on Elections. In case of a tie vote, the successful candidate shall be determined by lot conducted by the Committee on Elections.

Section 3. Emergency election procedures. In the event that, through no fault of the officers, members of the Board of Directors, or Committee on Elections, the requirements of Section 2 above cannot be adhered to, then the actual election shall be held at the Annual Meeting of the Society. In this event the voting procedure to be followed at the Annual Meeting shall be determined by the Board of Directors and the Board shall explain to the membership, in writing if at all possible, prior to the Annual Meeting the reasons for the emergency election procedures and the election procedures to be followed.

#### ARTICLE VIII. *Amendments*

The Constitution may be amended in the following manner: Proposed changes must be filed with the Constitution Committee which will make recommendations to the Board. Notice thereof shall be sent to the membership at least ten (10) days prior to the meeting. The proposed amendments shall become effective when approved by two-thirds of the voting members present at said meeting. The enacted changes will be filed with AALL for review.

#### ARTICLE IX. *Procedure*

The latest edition of Robert's Rules of Order shall govern the conduct of all business of the Society and of the Board of Directors.

ARTICLE X. *Special Interest Sections*

Section 1. Creation. Special Interest Sections may be created by the Board of Directors by approving the written petition of fifteen (15) voting members of the Society, which shall be accompanied by a draft of proposed bylaws.

Section 2. Membership. Membership in a particular section will be open to Regular, Life and Student members of the Society who meet the qualifications of the bylaws of that Section.

Section 3. Bylaws. Each Section shall adopt bylaws for its own governance. These bylaws must be approved by the Board of Directors of the Society and shall not be in conflict with the Constitution of the Law Librarians' Society of Washington, D.C.

Section 4. Funds. Funds necessary for the operating expenses of each Section shall be provided from the dues, if any, collected by the Society for the Section. Such dues shall be in addition to the Society's basic annual membership dues, and the amount of dues shall be approved by the Board of Directors. All funds received by a Section shall be used for purposes incident to the fulfillment of the society's objectives. No Section shall incur indebtedness for the Society.

Section 5. Officers. Each Section shall elect a chairperson and a treasurer and any other officers which are designated by the bylaws of the Section. The chairperson shall act as liaison to the Board of Directors of the Society.

Section 6. Dissolution. Dissolution of a Section may be ordered by the Board of Directors upon the notification by the chairperson of the Senate of a majority vote of the membership of the Section to dissolve; or, if the Board of Directors determines the Society's objectives are not being fulfilled by a Section. Upon dissolution all tangible and intangible assets of the Section shall revert to the Society.

ARTICLE XI. *Antidiscrimination*

Membership in the Society, or participation in any activity of the Society, shall not be denied to individual, or abridged on account of race, color, religion, sex, age, national origin, or disability.