

CARLDIG-S Bylaws

Approved and adopted by membership vote on January 30, 2006;
Revised by membership vote on October 11, 2021.

Article I. Name

Section 1. The official name of this organization shall be "California Academic Reference Librarians Discussion Interest Group South", or "CARLDIG-S", 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 and Constitution of CARL, which, in turn, are subject to those of ACRL and the American Library Association (ALA).

Article II. Purpose

Section 1. To improve the quality of reference work in California by sharing expertise, resources, and ideas on current and evolving reference issues.

Section 2. To organize workshops, seminars, and conference programs for the education and professional development of reference professionals in the region.

Section 3. 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. All CARLDIG-S members must be members of CARL.

Section 2. Any person may become a member of CARLDIG-S by indicating each year on the CARL application form that CARLDIG-S membership is desired and paying the appropriate annual CARL dues.

Section 3. No additional dues shall be required for CARLDIG-S membership.

Section 4. 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.

Article IV. Officers

Section 1. This organization shall be governed by a Steering Committee, all of whom are members of CARLDIG-S, and, hence, members of CARL.

Section 2. The Steering Committee shall be composed of the Chair, Vice-Chair/Chair-Elect, Secretary, and Programs Chair.

Section 3. Duties of the Officers

- a. Chair (elected position). The Chair shall: a) prepare the agenda for and conduct all meetings and any other activities to meet the needs and interests of the members; b) call elections by the Steering

Committee to fill vacancies of elected officers; c) appoint committees or individuals for special projects, including CARLDIG-S Webmaster and Publicity Officer; d) serve as liaison between CARLDIG-S and CARL; e) oversee all CARLDIG-S activities.

- b. Vice-Chair/Chair-Elect (elected position). The Vice-Chair/Chair-Elect shall: a) act for the Chair in his/her absence; b) shall serve as a member or chair of each workshop or program committee; and c) perform other duties as required.
- c. Secretary (elected position). The Secretary shall: a) take and distribute minutes of Steering Committee meetings; b) establish and maintain an archive of CARLDIG-S activities; and c) perform other duties as required.
- d. Programs Chair (elected position). The Programs Chair shall: a) coordinate planning and production of programs for the year (both in person and virtual) in accordance with CARL guidelines for programs; b) be responsible for public relations (e.g. monitoring event registration and resolving registration issues, greeting members at workshops or programs); and c) perform other duties as requested by the Chair.
- e. Webmaster (appointed position). The Webmaster shall: a) be responsible for the accuracy, updating, and maintenance of the CARLDIG-S web site, including, but not limited to, information about CARLDIG-S (e.g., meetings, programs, workshops) with appropriate links to other sites (e.g., CARL, sites relating to specific workshops); and b) work closely with the Chair and other Steering Committee members as appropriate.
- f. Publicity Officer (appointed position). The Publicity Officer shall: a) be responsible for communication regarding social events; b) maintenance of CARLDIG-S social media accounts; and c) perform other duties as requested by the Chair.

Section 4. Other committee chairs and project coordinators may be appointed by the Steering Committee.

Article V. Elections

Section 1. The Steering Committee shall act as a Nominating Committee or the Chair shall appoint a Nominating Committee of CARLDIG-S members.

Section 2. In July, the Chair shall initiate a call for nominees for Steering Committee elected positions via listserv.

Section 3. In August, the Chair shall submit a second call for nominees for Steering Committee elected positions via listserv.

Section 4. In the Fall Steering Committee meeting, the Chair shall present the slate of nominees and make a call for final nominees from those present. If there is only one candidate for each office, the Steering Committee shall elect the Officers by acclamation. If there is more than one candidate for an office, the Secretary shall send out an email ballot to the membership.

Section 5. Officers shall be elected by a simple majority of members voting. All CARLDIG-S members in good standing may vote for officers. A plurality vote elects.

Article VI. Terms of Office

Section 1. New officers will take office in January.

Section 2. Elected officers shall serve for one year, from January through December (Note: the Chair Elect becomes Chair the following year, thus, serving two years on the Steering Committee).

- a. There shall be no limit to the number of terms an officer may serve.

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

Section 4. In the event that the Chair becomes vacant during a term, the Vice-Chair/Chair-Elect shall become Chair for the remainder of the term and for the succeeding calendar year. Other vacancies shall be filled by a majority vote of the remaining officers of CARLDIG-S.

Article VII. Meetings

Section 1. The Steering Committee shall meet 3 times during the calendar year, January-December.

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

Section 3. All meetings are open.

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

Article VIII. Programs

Section 1. CARLDIG-S shall sponsor at least one program each year.

Section 2. Refer to the [CARL Interest Group Program Planning Manual](#).

Article IX. Amendments to Bylaws

Section 1. Any member may suggest bylaws amendment(s) to the Steering Committee of CARLDIG-S. If a majority of the members of the Steering Committee agree, amendments shall be submitted to a vote of the membership to be decided by a majority of votes.