

ALIGN

Academic Librarians' Interest Group North

☞a CARL Interest Group☞

Bylaws

Article I. Name.

The name of this organization shall be Academic Librarians' Interest Group North (ALIGN).

Article II. Affiliation.

Academic Librarians' Interest Group North shall be an Interest Group of the California Academic and Research Libraries (CARL). ALIGN shall follow the CARL Constitution and Bylaws.

Article III. Objectives.

The objectives of ALIGN shall be to promote and develop the interests of librarians in current and evolving reference and collection issues—though not to the exclusion of concerns such as digital initiatives, diversity, instruction, library spaces, scholarly communication, and technical services—through the sponsorship of workshops, seminars, site visits, and conference programs where issues of professional concern can be discussed and ideas exchanged. ALIGN provides opportunities for professional development, education, and participation of its members, and works with other California organizations in order to improve library services in reference and collections to the academic and research community.

Article IV. Membership.

- A. All ALIGN members must be members of CARL.
- B. Any person may become a member of ALIGN by indicating each year on the CARL application form that ALIGN membership is desired and paying the appropriate annual CARL dues.
- C. No additional dues shall be required for ALIGN membership.

Article V. Officers, Terms, Responsibilities.

- A. Officers are required to be members of ALIGN.
- B. The elected officers shall be Chair, Vice-Chair/Chair-Elect, Secretary,

and Registrar.

- C. Terms of Office. Each term of office shall be for one calendar year. The Vice-Chair/Chair-Elect shall serve as Chair of ALIGN in the second year following election.
1. There shall be no limit to the number of terms an officer may serve.
 2. The Chair may voluntarily serve an additional year as Past-Chair, immediately succeeding the term as Chair.
- D. Vacancies. In the event 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 ALIGN.
- E. Chair. The Chair shall: a) call elections by the Steering Committee to fill vacancies of elected officers; b) appoint committees or individuals for special projects, including ALIGN Webmaster; c) convene and chair meetings of the Steering Committee; d) serve as liaison between ALIGN and CARL; e) oversee all ALIGN activities.
- F. Vice-Chair/Chair-Elect. The Vice-Chair/Chair-Elect shall: a) act for the Chair in her/his absence; b) serve as Program Committee Chair; c) serve as liaison to the Interest Group Coordinator; and d) perform other duties as required. As Program Committee Chair, the Vice-Chair/Chair-Elect shall: a) coordinate planning and production of programs for the year in accordance with CARL guidelines for programs; b) appoint ALIGN members to the Program Committee; and c) convene meetings of the Program Committee.
- G. Secretary. The Secretary shall: a) record and distribute minutes of Steering Committee meetings; b) establish and maintain an archive of ALIGN activities; and c) perform other duties as required.
- H. Registrar. The Registrar shall: a) receive and process completed event registrations; b) enter all registrations, including any meal preferences or requirements, in spreadsheet format for reference and recordkeeping; c) produce name tags, meal tickets, and list of registrants prior to event; d) produce and affix (or arrange to have affixed) signage to event; e) set up and oversee registration table at event; f) submit any registration payments to the CARL Treasurer within thirty calendar days of date workshop is held; g) keep track of any cancellations and notify the Treasurer of all refunds due to such cancellations.
- I. Other committee chairs and project coordinators may be appointed by the Steering Committee.

Article VI. Steering Committee.

- A. The Steering Committee shall be composed of the elected officers.
- B. Voting members include the elected officers and those ALIGN members in attendance at Steering Committee meetings.
- C. Meetings. The Steering Committee shall meet at least twice yearly. All meetings are open to any ALIGN member.

Article VII. Nominations and Elections.

- A. Elected Officers. The Vice-Chair/Chair-Elect, Secretary, and Registrar shall be elected each year.
- B. Nominating Committee. The Steering Committee shall act as a Nominating Committee, or the Chair shall appoint a Nominating Committee of ALIGN members.
- C. Elections. A call for nominations shall be distributed annually by the Vice-Chair/Chair-Elect, no later than 31 March. Elections shall be held annually in the spring, no later than 30 April. If there is only one candidate for any office, the Steering Committee shall elect such Officers by acclamation. If there is more than one candidate for an office, the Secretary shall distribute an electronic ballot to the members. All ALIGN members in good standing may vote for officers. Election is by a plurality of votes. The election of officers shall be reported by the Secretary, in writing, to the Interest Group Coordinator within thirty days of the close of polling.

Article VIII. Programs.

ALIGN shall sponsor at least one program each year. The CARL Interest Group Program Planning Manual should be consulted for guidance.

Article IX. Amendments.

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

Established: 30th September 2015

Amended: 13th September 2019