Diversity in Academic Libraries (DIAL) a
CARL Interest Group
Bylaws

DIAL Bylaws, latest revision 6/18/2018, Approved: 9/7/2018

Article I. Name
● Sec. 1. The name of this organization shall be Diversity in Academic Libraries (DIAL).

Article II. Affiliation
● Sec. 1. DIAL shall be an Interest Group (IG) of the California Academic and Research Libraries (CARL). DIAL shall follow the CARL Bylaws, to the extent that they are applicable, which take precedence over the Bylaws of this IG.

Article III. Objectives
These objectives shall be accomplished through advocacy and sponsorship of workshops, seminars, and conference programs where issues of professional concern can be discussed.
● Sec. 1. The objectives of DIAL shall be to:
  o Promote an understanding and sensitivity towards the diverse user groups served by academic and research libraries in California--by diverse, we refer to the diversity in race, ethnicity, language, culture, socio-economic class, national origin, religious and political belief, age, ability, gender identity, and sexual orientation;
  o Advocate for inclusivity, equity and diversity within institutional policies, practices and the profession at large;
  o Elicit and advocate for competent, responsive, and accountable services to the information needs of diverse communities in the academic cultural setting;
  o Foster values rooted in professional ethics, social justice, cultural competencies, and democratic practice;
  o Serve as an adviser to the CARL executive board; the CARL executive board can have access to DIAL as a resource as needed to serve in an advisory capacity; and
  o Identify unique resources and services to diverse populations in the academic and research community;

Article IV. Membership
● Sec. 1. DIAL membership shall be open to all members of CARL, who indicate that DIAL membership is desired on the CARL application/renewal form.
● Sec. 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.
● Sec. 3. No additional dues or fees shall be required for DIAL membership.
● Sec. 4. Participation in the Steering committee is open to any DIAL member and shall be appointed by the Executive Board. The elected officers of this interest group constitute an Executive Board and are automatically members of the Steering Committee.

Article V. Officers, Terms, Responsibilities
● Sec. 1. This organization shall be governed by an Executive Board working with the support of a Steering Committee (as needed), all of whom shall be members of DIAL, and therefore members of CARL.
  ○ Sec. 1.1. The Executive Board shall be composed of the elected/appointed offices of Chair, Chair-Elect, Secretary, Program Chair, immediate Past Chair. There shall be no limit to the number of terms any of these officers may serve. In the case that the Chair continues for another term, there will be no Past Chair.

● Sec. 2. Terms of Office. The 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.) There shall be no limit to the number of terms any of these officers may serve. Thus, if the Chair or Chair-Elect
continues in their position for more than one term, the vacant position may be filled by a newly elected officer.

- **Sec. 3.** Vacancies. Vacancies shall be filled by a plurality vote of the remaining officers of the Interest Group.

- **Sec. 4.** Chair. The Chair shall:
  - convene and chair meetings;
  - create and distribute meeting agendas;
  - appoint committees or individuals for programs and special projects;
  - serve as liaison between DIAL and CARL and submit reports as required by CARL;
  - appoint officers to fill vacancies; and
  - oversee all Interest Group activities.

- **Sec. 5.** Chair-Elect. The Chair-Elect shall:
  - Coordinate the end-of-term Executive Board Reflections, whereby each board member will submit a reflection on their position (Summary of what they did, what went well, what was challenging, anything they should have done/wanted to do, but didn't, and advice for the next person in the position.)
  - Serve in the place of the Chair, as required or requested by the Chair, and shall perform other duties as requested by the Chair.

- **Sec. 6.** Secretary. The Secretary shall:
  - take and distribute minutes of the meetings and forward a copy to the CARL Interest Group Coordinator; and
  - promote and advertise DIAL programs; and
  - perform other duties as required.

- **Sec. 7.** Program Chair. The Program Chair shall:
  - handle DIAL program registration;
  - collect program registration fees and report to the CARL Treasurer;
  - perform other duties as required.

- **Sec. 8.** The Webmaster (appointed position). The Webmaster shall:
  - handle the accuracy, updating, and maintenance of the DIAL website, including, but not limited to, information about SCIL (e.g., meetings, programs, workshops, member and interest group information)
  - handle the maintenance of the DIAL listserv.
  - work closely with the Chair and other Executive Board or Steering Committee members as appropriate.

- **Sec. 9.** The Past Chair. The Past Chair shall:
  - Serve as the head of the Nominating/Election Committee (see Article VII for full description of election-related responsibilities).
  - Serve on the Executive Board to provide a smooth transition, continuity, and benefit of experienced advice for the organization.
  - Serve in the place of the Chair and Chair-Elect and shall perform duties as requested by the Chair.

**Article VI. Meetings**

- **Sec. 1.** DIAL shall meet at least twice yearly. All meetings are open to any CARL member.

**Article VII. Nominations and Elections**

- **Sec. 1.** Elected Officers. Chair-Elect, Secretary, and Program Chair shall be elected each year.

- **Sec. 2.** Nominating Committee. The Steering Committee shall act as a Nominating Committee or the Chair and Chair-Elect shall appoint a Nominating Committee of DIAL members.

- **Sec. 3.** Elections. Elections shall be held annually in the spring.
  - **Sec. 3.1.** The terms of the newly elected officers shall start in July, which is the beginning of the CARL year and when new CARL Board members take office, immediately after a DIAL business meeting at which elections results are announced.
Sec. 3.2. If there is only one candidate for each office, the officers shall be elected by acclamation by the Executive Board. If there is more than one candidate for an office, a secret ballot election shall be held at the spring meeting.

Sec. 3.3. Electronic voting of active members will be coordinated by the Nominating Committee. Election results are based on a plurality vote.

Article VIII. Programs
- Sec. 1. The Interest Group shall sponsor at least one program each year.
  - Sec. 1.1. During the year within which the CARL conference occurs, the interest group showcase may act as the yearly program.
- Sec. 2. For guidelines, refer to the CARL Interest Group Program Planning Manual.

Article IX. Parliamentary Authority
- Sec. 1. Matters not specifically covered in the Bylaws, special rules, or standing rules of this IG, shall be governed by the same parliamentary authority used by CARL (the latest edition of the Standard Code of Parliamentary Procedure).

Article X. Amendments
- Sec. 1. Any member may suggest bylaws amendment(s) to the Steering Committee at any time during the year.
  - Sec. 1.1. If a majority of the members of the Steering Committee agree with the proposed amendment(s), the amendment(s) shall be announced at least 20 days before being sent out for a vote by DIAL membership.
  - Sec. 1.2. Amendments shall be approved by an affirmative majority vote of the members who respond.
  - Sec. 1.3. If not otherwise specified, proposed amendment(s) become effective immediately upon approval as described above.