

KENTUCKY LIBRARY ASSOCIATION  
SPECIAL LIBRARIES SECTION  
**CONSTITUTION AND BYLAWS**

(Approved September, 2006)

(Revised October, 2009)

**ARTICLE I**

**Name**

The name of the Section shall be Special Libraries Section of the Kentucky Library Association.

**ARTICLE II**

**Objectives**

Section 1: The Special Libraries Section shall cooperate with KLA in helping to promote and improve library services in Kentucky.

Section 2: The Special Libraries Section shall emphasize and implement the above objective as it relates to special libraries in Kentucky.

**ARTICLE III**

**Membership**

Membership in the Special Libraries Section shall be open to any member of the Kentucky Library Association.

**ARTICLE IV**

**Dues**

Section membership dues shall be in accord with the Bylaws of KLA.

**ARTICLE V**

**Officers**

Section 1: The officers of the section shall be Chair, Chair-Elect, Secretary, and Treasurer.

Section 2: The Board of Directors shall consist of the Section Officers, the Immediate Past-Chair and the Chairs of the standing committees.

Section 3: The Executive Committee of the Board shall consist of Section Officers and the Immediate Past-Chair.

Section 4: Nomination of Officers:

- a. Three months prior to the Annual Meeting, the Immediate Past-Chair of the Section shall chair a Nominating Committee and shall appoint with the approval of the Executive Committee two additional members to prepare a slate of officers.
- b. Written acceptance will have been received from each nominee prior to placing his/her name on the slate.
- c. Additional nominations may be accepted from the floor, provided the nominee is present or has sent a written acceptance.

**ARTICLE VI**  
**Committees**

Section 1: The Chair, with the approval of the Executive Committee, shall appoint Chairs of all standing, special, and/or ad hoc committees, with the exception of the Program and Nominating Committees, whose chairs are ex officio.

Section 2: The Standing Committees of the Section shall be: Spring Program, Membership, Nominating and Awards.

Section 3: Vacancies on all committees shall be filled by the Chair of the Committee.

Section 4: No committee chair or individual member of the committee shall be allowed to represent, engage, or obligate the Section to any course of action without the expressed approval of the Board of Directors of the Section.

Section 5: Standing, special, and/or ad hoc committees may be created or dissolved by the Board of Directors.

**ARTICLE VII**  
**Election and Term of Office**

Section 1: Officers shall be elected at the annual meeting.

Section 2: If there is no annual meeting, it shall be the duty of the Nominating Committee to mail ballots to the Section members thirty days prior to return of the ballots. Tabulation of the returns shall be made by the Chair of the Nominating Committee. The candidate receiving the largest number of votes shall be declared elected. A tie vote shall be decided by lot drawn by the Chair of the Nominating Committee.

Section 3: The terms of one year for Chair, Chair-Elect, and Secretary shall begin at the end of the annual meeting or, if no meeting is held, on the first day of November immediately following mail election as provided in Section 2 above. The term of two years for Treasurer shall begin at the end of the annual meeting in odd-number years or, if no meeting is held, on the first day of November immediately following mail election as provided in Section 2 above.

Section 4: If an office is vacated before the end of the term, the Section Chair shall, with the consent of the Board of Directors, by a majority vote, fill that vacancy by appointment. The appointee to serve until the next annual election.

Section 5: No individual shall hold the same office for more than two consecutive terms, but shall be eligible for subsequent reelection.

## **ARTICLE VIII** **Meetings**

Section 1: The annual meetings of the Section shall be held at the time of the Annual Convention of KLA, the time and place of these meetings to be designated by the Board of Directors of KLA.

Section 2: Additional meetings may be planned throughout the year as requested by the Chair or upon written petition of ten percent of the members of the Section. Only business specified in the call shall be transmitted at special meetings.

## **ARTICLE IX** **Quorum**

Section 1: A quorum at the Annual Business Meeting and the Spring Business Meeting shall be those in attendance.

Section 2: A quorum for meetings of the Board of Directors shall be a majority of the board.

Section 3: A quorum for meetings of the Executive Committee shall be a majority of the committee.

## **ARTICLE X** **Amendments**

Proposed amendments must be submitted in writing to the Section Chair who shall mail or e-mail a copy to each member of the Section at least thirty days before the annual meeting. Amendments must receive two-thirds vote of the members present and voting at the annual meeting of the Section.

## **ARTICLE XI** **Official Year**

The Section's fiscal year shall coincide with that of KLA's.

## **ARTICLE XII** **Parliamentary Authority**

Sturgis Standard Code of Parliamentary Procedure, in the latest edition, shall govern the Section in all cases to which it can be applied and in which it is not inconsistent with the Constitution, the Bylaws, or special rules of order of the Section.

**KENTUCKY LIBRARY ASSOCIATION  
SPECIAL LIBRARIES SECTION**

**MANUAL OF  
POLICIES AND PROCEDURES**

(Drafted September, 1983)  
(Revised October, 1985)  
(Revised September, 1986)  
(Revised December, 1999)  
(Revised October, 2002)  
(Revised September, 2006)  
(Revised October, 2009)

This Manual may be amended at any meeting of the KLA Special Library Section by a simple majority vote of the members present.

## **OFFICERS**

All officers of the Special Libraries Section of KLA, hereafter referred to as the Section, must be active members of the Section. They are elected for terms of one year, with the exception of Treasurer, which is a two year term, in the manner specified in the Section's Bylaws Art. VII. Offices are assumed immediately following the KLA Fall Conference.

### **SECTION CHAIR**

- A. Serves as the Section's representative in all official capacities and as its spokesperson on all established policies.
- B. Presides at all meetings of the Section, the Executive Committee, and the Board of Directors.
- C. Submits a list of Chairs for all standing, special, and ad hoc committees to the Executive Committee for approval. (Art. VI, Sec. 1)
- D. Nominates SLS representatives to those KLA committees as required.
  - These include:
    - Strategic Planning & Organization
    - Member Services (SLS Membership Committee Chair)
    - Recruitment, Mentoring and Diversity
    - Communications
    - Conference Planning (SLS Chair-Elect)
    - Library Awareness (SLS Section Chair and Immediate Past Chair)
- E. Sends a list of Section officers and committee Chairs with addresses and both home and work telephone numbers to the incoming KLA President.
- F. Serves as an ex-officio member of all Section committees except the Nominating Committee.
- G. Fills by appointment all vacancies not otherwise provided for, subject to the approval of the Executive Committee.
- H. Calls all meetings of the board of Directors and the Executive Committee
- I. Prepares the agenda for and presides at all meetings of the Board of Directors
- J. Reviews the minutes of the Section business meetings and the board of Directors meetings, and of all reports submitted by the Section officers and committee Chairs.

K. Sends an announcement one month in advance of the business meeting to be held at the KLA Fall Conference with a list of candidates for the next year's officers to all Section members.

L. Presides over the election of new officers at the Fall business meeting.

M. Serves on the KLA Board of Directors and attends all meetings. Votes for and represents the Section at these meetings. Gives a report on SLS at each KLA Board Meeting.

N. Requests a Financial Report of the Section from the Executive Secretary of KLA prior to each business meeting.

O. Chairs the Program Committee for the Section's spring meeting.

Duties include:

1. Submitting a conference budget for approval by the Board of Directors.
2. Making local arrangements, such as meeting space, meals, lodgings, etc.
3. Selecting speakers for all sessions.
4. Preparing final copy of the program and upon approval of the Board of Directors, distributing the program printed to all Section members.
5. Selecting the date and location for the following year's spring meeting along with tentative arrangements for meeting rooms, dining space, etc.
6. In the event of a Joint Spring Conference, see Program Committee responsibilities under Committees.

P. Serves on the KLA Library Awareness Committee.

Q. Submits a written Annual Report to KLA at the Fall Conference

R. Submits a "Letter from the Chair" for each issue of the SLS newsletter.

S. Responsible for sending the archives to the Executive Secretary (See KLA Blue Book)

T. Hosts the SLS award honorees and the honorees' guest at the annual KLA awards event.

U. Calendar for Chair:

October	Take office following KLA Fall Conference Obtain approval of Committee Chairs from the SLS Executive Committee Schedule a SLS Board Meeting with old and new officers and committee chairs
November	Provide a list of Section Officers & Committee Chairs to KLA President Plan the SLS Budget, especially for the Spring Conference Get Speakers for Spring Conference

Dec. or Jan.	Get speakers for Spring conference OR contact appropriate KLA and/or SLA chairs regarding the Joint Program Planning Committee
Mar. or Apr.	SLS Board Meeting - approval of Spring Conference Budget Spring conference SLS Board Meeting
May	Pick site for the next Spring Conference
June or July	Board Meeting      Approve site for next Spring Conference Approve Nominating Committee Approve Award Committee
September	Notify members of the Business Meeting to be held at the KLA Conference Prepare agenda for Business Meeting Prepare a written Annual Report for KLA Board Meeting
October	Chair the SLS Business Meeting and Election of Officers for the Section Attend the KLA Board Meeting at Fall Conference Send the Section's Archives to the KLA Executive secretary.

**CHAIR-ELECT**

A. Performs the duties of the Chair in his/her absence or inability to serve. The Chair-elect does not forfeit that office by assuming the office of the Chair under this provision. In the event of resignation of the Chair-elect or in the event of his/her inability to serve, the Section Chair shall appoint-subject to the approval of the Board of Directors-a Chair-elect to serve until the next annual election. (Art. VII, Sec. 4)

B. Attends and votes at all meetings of the Executive Committee and the Board of Directors.

C. Undertakes such special duties as may be requested by the Chair.

D. Attends, whenever possible, KLA Board meetings as a non-voting member. Attends such meetings as a voting member in the event of the Chair's inability to attend.

E. Serves on the KLA Professional Development Committee for planning the KLA Fall Conference. Plans such portions of the conference for which the Section may be responsible.

F. Submits an Annual Report to the Section Chair prior to the Fall Conference.

G. Calendar for Chair-Elect:

October	Take office following KLA Fall Conference
December	Start planning for KLA Fall Conference. Appoint a SLS Conference Program Planning Committee.
Jan.-Mar.	Find a speaker or speakers for the SLS Fall Session Program at the KLA Fall Conference. Send out a notice to SLS members about mini-sessions.



- Mar.-May Turn in Speaker Program Form to KLA  
Turn in Business Meeting Request Form to KLA  
Have Speaker(s) complete the Statement of Agreement Form and turn in to KLA Executive Secretary.
- September Have a list of Committee Chairs ready for approval by Section Officers.  
Make arrangements for someone to assist speakers with AV, lights, etc. for the full session and mini-sessions.  
Submit an annual report to the Section Chair prior to the Fall Conference
- October Introduce the speaker(s) at the SLS fall session program.  
Attend the KLA Board Meeting at the Fall Conference

**SECRETARY**

- A. Attends and votes at all meetings of the Board of Directors and Executive Committee
- B. Records the minutes of meetings of the Executive Committee and the Board of Directors and mails and/or e-mails copies to each member of these bodies. All motions made at Board meetings shall be so identified and the motions themselves be recorded in capital letters.
- C. Records the minutes of the Section's business meetings in the spring and fall, and sends copies of them to the members of the Board within thirty days following such meetings. Sends a copy to be put in the SLS newsletter.
- D. Handles such routine correspondence as may be directed by the Chair.
- E. Sends copies of all correspondence and minutes to the Chair, who would then send them to the Executive Secretary for inclusion in KLA/SLS archives.
- F. Submits a written annual report to the Section Chair prior to the Fall Conference.
- G. Calendar for Secretary:

- October Take office following KLA Fall Conference  
Within 30 days after Business or Board Meeting - Send minutes to Section Board Members.
- September Submit a written annual report to the Section Chair prior to the Fall Conference.
- October Submits copies of the minutes to the Chair for the archives.

**TREASURER**

- A. Writes checks for all expenses authorized by the Board of Directors
- B. Makes deposits for all collections.

C. Prepares reports detailing expenses and collections for the KLA Board and section business meeting. Sends these to the Chair for distribution to the Section membership at such meetings.

D. Prepares summaries of the Section's account for Board meetings.

### **IMMEDIATE PAST-CHAIR**

A. Attends and votes at all meetings of the Executive Committee and Board of Directors.

B. Serves as Chair of the Section's Nominating Committee.

C. Serves on the KLA Library Awareness Committee.

D. Immediately upon relinquishing the Chair at the end of the KLA Fall Conference s/he shall provide copies of the Section's Constitution, Bylaws and Manual of Policies and Procedures to the newly elected officers and to the committee chairs.

E. Reviews the Section's Constitution, Bylaws and Manual of Policies and Procedures and collects suggestions as to changes recommended by members and submit these to the Board of Directors for approval.

F. Calendar for Immediate Past-Chair:

October	After relinquishing the Chair at the end of the KLA Fall Conference reviews and recommends revisions to the Manual of Policies and Procedures. Provides a copy of the Section's Constitution, Bylaws and Manual of Policies and Procedures to new officers and committee chairs.
June-July	Nominating Committee begins work
October	Presents the slate of nominations at the SLS Business Meeting at the KLA Fall Conference.

### **Board of Directors**

A. Shall consist of all Section Officers, the Immediate Past-Chair, and the standing committee Chairs. (Art. V, Sec. 2)

B. Shall meet during the year as called by the Section Chair. A majority of members shall constitute a Board quorum. Meetings can be held by E-mail or Chat Room if everyone on the Board of Directors agrees.

C. Shall ratify the appointment of a person filling any vacancy on the Board not otherwise provided for.

D. Shall approve programs, registration fees and budget for the Section spring meeting.

E. Shall authorize all publications of the Section.

F. Shall establish all policies affecting the Section.

G. Shall consider recommendations of the Immediate Past-Chair regarding the Section's Constitution, Bylaws and Manual of Policies and Procedures.

H. Shall consider, confirm, modify or reject all recommendations of Section committees.

## **COMMITTEES**

### **Executive Committee of the Board** (Art. V, Sec. 3)

A. Shall consist of the three Officers of the Section and the Immediate Past-Chair. It is presided over by the Section Chair.

B. Shall have the power to act for the Board of Directors in the conduct of ordinary business.

C. Shall review and recommend action on issues to be presented to the Board.

D. Shall ratify the appointments of committee chairs, recommended by the Section Chair.

E. Shall ratify the appointment of persons filling any vacancy on any SLS Committee.

F. Shall meet upon the call of the Section Chair.

G. Shall review the Section's web page and submit changes to the KLA Webmaster.

### **Spring Program Committee** (Art. VI)

A. Shall be chaired by the Section Chair to coordinate all events of the spring meeting.

B. Shall direct all activities, such as registration, local arrangements, and program.

C. Shall make preliminary arrangements for the spring meeting of the following year, such as site selection, etc. so that it can be announced at the spring meeting.

D. If the Spring meeting is to be a joint conference with KLA Special, KLA Academic, and SLA-KY, the Chair and Chair-Elect from each organization are on the Program Planning Committee along with the KLA Academic Treasurer and others as requested by this group.

### **Membership Committee** (Art. V)

A. Chair serves as the Section's representative on the KLA Member Services Committee.

B. Contact previous Section members who have not renewed their membership by the date of KLA Fall Conference.

- C. Keeps an up-to-date membership list.
- D. Notifies the Board of Directors if the membership drops to or nears the minimum of seventy-five members.
- E. Contacts potential new members of the Section.
- F. Submits a written annual report to the Section Chair prior to the Fall Conference.

**Nominating Committee** (Art. V, Sec. 4; VI)

- A. Shall be chaired by the Section Immediate Past-Chair who appoints a committee of at least two additional members.
- B. Prepares a slate of officers to be elected at the business meeting during the KLA Fall Conference.
- C. Verifies the eligibility of nominees.
- D. Obtains written acceptances from the nominees and sends these along with the slate to the Chair.
- E. In the event there is no annual meeting, shall transmit ballots to the Membership to be returned and tabulated within 30 days of transmission

**Public Relations Committee** (Art. VI)

- A. Sends information on the Section, its meetings, workshops, special honors, etc., to the Kentucky Libraries editor.
- B. Obtains information from the Chair on the spring meeting and submits this as an announcement to the Kentucky Libraries editor.
- C. Writes a synopsis of the spring meeting and the Section's portion of the fall meeting and submits this along with photographs (if available) to the Kentucky Libraries editor.
- D. Submits a written annual report to the Section Chair prior to the Fall Conference.

**Awards Committee** (Art. VI)

- A. The Awards Committee is responsible for the nomination of candidates for awards as established by the Board.
- B. The criteria for nomination are as follows:
  - 1. Special Librarian of the Year

Purpose- The purpose of this award is to recognize and honor the contribution of an individual who has demonstrated the highest standards of special librarianship.

- a) Nominee must have been an active member of the Section for at least two years and be currently an active member.
- b) Nominee may have contributed significantly to the advancement of special librarianship or information science; should be an individual commanding respect from fellow librarians; participated actively in professional organizations; shown continued growth in his/her professionalism, and contributed in some measure to the furthering of librarianship.
- c) The award shall be a small plaque engraved with the recipient's name and the date.

## 2. Innovation Award

Purpose- The purpose of this award is to recognize and honor the contribution of an individual who has applied creative ideas or innovative thinking in his/her library which has resulted in significantly changed or enhanced processes, procedures and/or the workplace environment, or which has improved services to constituents.

- a) Nominee must be an individual member of the Special Library Section of the Kentucky Library Association or be employed by a library holding institutional membership.
- b) Nominee must have had an original innovation that helped resolve a problem, established an improved procedure, applied a unique idea to an old problem for better efficiency, changed a process which saved money or any other creative application which improved the library or the library's services in some way.
- c) Nominations may be made by anyone in the library field (staff, administrators, friends, co-workers)
- d) Nominations should be concise, responding to the criteria above. Submit no more than one page of narrative, with no more than 2 pages of supporting material (news articles, photos, drawings/sketches, or other supporting documentation). Note that supporting material is not a requisite.
- e) The information and the quality of the application shall be the sole basis of selection. If no application meets the criteria above, no award will be given.
- f) The award shall be a small plaque engraved with the recipient's name and the date.
- g) The award recipient will be given an opportunity to make a presentation on the innovation at a KLA-SLS conference so others may learn about it.

3. Other awards- as determined by the Board of Directors.

C. The Awards Committee shall distribute copies of the selection criteria to each Section member and solicit nominations.

D. All nominations must be postmarked, faxed or e-mailed to the SLS Awards Committee Chair by August 1<sup>st</sup> prior to the Kentucky Library Association Annual Meeting in October.

E. The SLS Awards Committee will qualify the nominations based upon the above criteria and recommend one or more choices to the Board of Directors no later than August 15<sup>th</sup>. The Board of Directors will then make the final selections and notify the Awards Committee by September 1st.

F. The Committee shall recommend to the Board of Directors by August 15 one or more names as "Special Librarian of the Year" and nominations for other awards as appropriate. Current members of the Board of Directors who are among the nominees for awards shall recuse themselves from the selection process.

G. The honorees (if any) and their supervisors shall be notified as soon as possible after final selection in order to plan to attend the annual KLA fall conference awards luncheon or dinner. Upon notification of the honorees, the committee shall prepare a biographical sketch and obtain a plaque to be presented.

H. The SLS Chair shall act as host to the honorees and the honorees' guest at the KLA awards function and the SLS will pay for the honorees and the honorees' guest's meal.

### **Archives**

A. Each officer or committee chair preserves the records of the Section according to the guidelines outlined in the KLA Archives Procedures of the KLA Bluebook.

B. Collected are all pertinent reports, programs, correspondence, agendas, and minutes.

C. Selected materials are sent to the Section Chair, who will then send the materials to the KLA Executive Secretary for inclusion in the KLA/SLS Archives.

### **Annual Reports**

The Chair of each committee shall submit a written annual report to the Section Chair prior to the Fall Conference. The Section Chair must submit a written annual report to the KLA Board at the Fall Conference.

### **Financial Policies**

A. No officer or committee member representing the Section shall incur any expenditure beyond a budgeted item in the name of the Section without prior approval by the Chair and/or the Board of Directors.

B. The Section may fully or partially reimburse the Chair and Chair-elect for expenses incurred during the spring and fall meeting, i.e. for that meeting which was planned by the

officer in question. Expenses incurred as a result of planning the spring meeting, such as site visits, may also be reimbursed. The exact amount and the types of expenses to be reimbursed shall be determined and voted upon by the Board of Directors.

C. Board members and others officially invited by the Chair to attend Board meetings may be reimbursed for travel expenses according to KLA guidelines. Availability of funds will depend upon the financial reserves of the Section. The Section Chair will announce the availability of funds for travel reimbursement at each Board meeting and distribute the KLA Expense Vouchers. The vouchers will be filled out and submitted to the secretary for processing. The secretary will in turn submit all the forms to the KLA Executive Secretary for reimbursement of expenses

### **Web Page**

The Section's Web Page is on the KLA Web Site. The SLS Executive Committee will review it and submit changes as needed.

#### **ABBREVIATIONS:**

KLA - Kentucky Library Association

SLS - Special Libraries Section