

STANDARD BYLAWS for ASIST SPECIAL INTEREST GROUPS

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American Society for Information Science and Technology

Special Interest Group on Digital Libraries (SIG-DL)

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ARTICLE I GOVERNANCE

These bylaws shall be the operating standard for all Special Interest Groups of the American Society for Information Science and Technology. The term "SIG" is used throughout to apply to each SIG individually and its constituency.

ARTICLE II NAME AND PURPOSE

The purpose of each Special Interest Group shall include but not be limited to (1) advising the Board of Directors or the Society officers on matters pertaining to the Group's special interest or area; (2) organizing technical programs for such interests and areas including programs at conferences of the Society; (3) collecting and disseminating information concerning the special interests; and (4) at the request of the Board of Directors, either as a Group or through one or more of its officers or members, representing the Society in international, interdisciplinary and interorganizational activities.

SIG Digital Libraries shall be concerned with the following areas

SIG Digital Libraries (DL)

SIG/DL Mission Statement: SIG/DL provides a forum for discussion about research, development and use of digital libraries in corporate, academic and public contexts. It is concerned with all aspects of digital library design and implementation including, but not limited to: copyright issues, networked infrastructures, interoperability of distributed databases, database management, policies and standards in relation to the digitization of material, metadata, preservation, providing electronic access, authentication, software, hardware, peopleware, and project management. SIG/DL also works to facilitate increased international, interdisciplinary

and inter-societal collaboration focusing on digital libraries and related issues.

ARTICLE III MEMBERSHIP

Section 1. Membership in the SIG shall be open to any member of ASIST who elects to join and who satisfies the dues requirements established by ASIS.

Section 2. All SIG members are eligible to serve as officers of the SIG. All SIG members are eligible to vote on questions submitted to the membership by formal ballot or at official meetings.

Section 3. Members shall be informed of the activities of the SIG and are entitled to receive publications of the SIG.

Section 4. Any member whose membership in ASIST has been terminated shall no longer be a SIG member.

Section 5. SIG memberships shall always run concurrently with the member's ASIST membership.

ARTICLE IV OFFICERS

Section 1. Officers of the SIG shall include, at a minimum, a presiding officer to be known as the Chair, and a Chair-elect. Although not required, a SIG can also choose to provide for other officers such as a Secretary, Treasurer or Secretary/Treasurer, or Communications Officer in its Operating Rules. (See Article VI, Section 2, for the filling of vacancies.)

Section 2. Officers should be elected prior to the Annual Meeting of ASIST and shall serve for terms specified in Article V, on an Administrative Year basis (coinciding with the terms for ASIST National Officers). Individuals may be re-elected to an office, or may hold more than one office, except that the Chair and the Chair-elect may not be the same person. The SIG Chair will serve as the Cabinet Representative and the Chair-elect as the Alternate Cabinet Representative.

ARTICLE V DUTIES OF OFFICERS

Section 1. The Chair is elected to serve for a one-year term (unless two-year terms are provided in the SIG's Operating Rules) and shall preside over all SIG meetings. The Chair shall appoint all committee chairs and members and act as Chair of the Nominating Committee. It is the responsibility of the Chair to develop and implement the SIG's annual activity plan, which shall be filed with the SIG Cabinet Director and headquarters within 30 days after the Chair takes office. In addition, if the SIG does not have a Treasurer or Secretary/Treasurer, the Chair is responsible for submitting the annual activity plan to the SIG Cabinet Director by August 15, and for keeping records of all meetings and activities. At the close of the year, the outgoing Chair must submit an activity report during the SIG's annual business meeting.

Section 2. The Chair-elect is elected to serve for a term of one year (unless a two-year term is provided in the SIG's Operating Rules) and automatically becomes Chair at the end of that term. The Chair-elect works closely with the Chair in planning and executing SIG programs, and shall

assume the duties of the Chair in the event of the Chair's absence, resignation or death.

Section 3. The Chair as Cabinet Representative and the Chair-elect as Alternate Cabinet Representative shall represent the SIG at meetings of the SIG Cabinet. In the event that the Chair and Chair-elect cannot attend a SIG Cabinet meeting, the Chair shall appoint a substitute and notify the Cabinet Director in advance of the meeting.

Section 4. If a SIG chooses to include among its officers a Secretary or Treasurer or Secretary/Treasurer, it must be indicated in the SIG's Operating Rules whether the position is elected or appointed. The Operating Rules must also indicate the length of time (one or two years) that the person will serve. The Secretary or Treasurer or Secretary/Treasurer shall carry out the customary functions of these offices, and shall execute the decisions and policies of the Executive Committee. The Secretary or Secretary/Treasurer shall keep records of all meetings and activities and submit an annual activity plan to the SIG Cabinet Director by August 15.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The Executive Committee of the SIG shall consist of the SIG officers plus any SIG member the chair wishes to include. The Executive Committee shall conduct and manage the affairs of the SIG, subject to these bylaws and the ASIST Bylaws and existing policy, and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend SIG funds. If the SIG maintains its own bank account(s), the Executive Committee must ensure that the Executive Director of ASIST is a signatory on all accounts.

Section 2. A SIG office can be declared vacant by the SIG Executive Committee or by the SIG Cabinet Director. In the event of a vacancy in a SIG office other than that of the Chair, the SIG Executive Committee shall appoint a member to the office until the next regular election for that office, but an appointee filling a vacancy in the position of Chair-elect shall not become Chair as provided in Article V, Section 2; rather, a Chair shall be elected at the next regular election.

Section 3. In the event that all SIG offices become vacant at one time, the SIG Cabinet Director shall appoint SIG members to serve as Chair and Chair-elect until such time as official elections can be held.

ARTICLE VII MEETINGS

Section 1. The annual planning meeting shall be held during the Annual Meeting of ASIST. An activity report for the previous year shall be presented at this meeting by the outgoing Chair. Copies of this report shall be filed with the SIG Cabinet Director and with ASIST Headquarters by August 15.

Section 2. Notification of meetings shall be distributed to the membership at least six weeks prior to the date of the meeting along with the recommendations of the Nominating Committee and a ballot. (See Article VIII.)

Section 3. Other meetings may be held at the request of the Executive Committee or on the petition of ten percent of the membership. The membership shall be given at least six weeks

notification prior to the date of such a meeting.

ARTICLE VIII NOMINATION AND ELECTIONS

Section 1. Elections shall be held each year by formal ballot at least six weeks prior to the annual business meeting of the SIG.

Section 2. At least ten weeks prior to the annual business meeting the Chair shall appoint a Nominating Committee. The Committee shall consist of the SIG Chair and two members. It shall prepare the ballot for use as provided in Section 1. When possible, at least two nominees for each office shall be provided. Additional names of candidates shall be added to the ballot if proposed by petition of ten percent of an individual SIG membership submitted through the SIG's Chair to the SIG Cabinet or by proposal of the SIG's Executive Committee, the SIG Cabinet, or the ASIST Board of Directors.

ARTICLE IX AMENDMENTS

Section 1. Proposal for amendment to these bylaws may be made by petition of ten percent of an individual SIG membership submitted through the SIG's Chair to the SIG Cabinet or by proposal of the SIG's Executive Committee, the SIG Cabinet, or the ASIST Board of Directors.

Section 2. The proposed amendment shall be distributed to all SIG Chairs by the SIG Cabinet Director at least six weeks prior to the next SIG Cabinet meeting.

Section 3. The proposed amendment shall be voted on at the next SIG Cabinet meeting. Such proposed amendments must receive an affirmative vote of two thirds of those voting in order to be approved. No approved amendment shall take effect unless and until certified by the ASIST Constitution and Bylaws Committee as being consistent with the ASIST Charter, Constitution and Bylaws and until approved by the ASIST Board of Directors. If so approved, it shall take effect immediately.

Section 4. Amendments and/or changes to the SIG standard bylaws that are a result of changes in the ASIST Constitution and Bylaws and/or Board approved policies will automatically be incorporated into these bylaws so that they will not be inconsistent with ASIST policy.

ARTICLE X OPERATING RULES

A SIG may establish Operating Rules which are not inconsistent with these bylaws or the ASIST Charter, Constitution and Bylaws. In the absence of properly-filed Operating Rules, the SIG must abide by specific conditions set forth in these bylaws.

ARTICLE XI DISSOLUTION

The SIG retains its charter at the discretion of the ASIST Board of Directors. In the event of the dissolution of the SIG, the assets of the Group shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIST.