

Librarians Association of the University of California San Diego – Bylaws

Adopted April 1995

Revised March 2005

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ARTICLE I. NAME

Section 1. The name of this organization shall be the Librarians Association of the University of San Diego Division (LAUC-SD), an unit of the Librarians Association of the of California (LAUC).

ARTICLE II. DUTIES AND RESPONSIBILITIES

Section 1. LAUC-SD shall serve in an advisory capacity to the Chancellor or the Chancellor's designated representatives, the campus administration and the library administration on professional and governance matters of concern to librarians.

Section 2. LAUC-SD shall advise the Chancellor or the Chancellor's designated representatives, the campus administration and the library administration on the operations and policies of the UCSD libraries.

Section 3. LAUC-SD shall advise the Chancellor, or the Chancellor's designated representatives, the campus administration and the library administration on professional standards, rights, privileges, and obligations of members of LAUC-SD.

Section 4. LAUC-SD shall advise the Chancellor or the Chancellor's designated representatives, the campus administration and the library administration on the planning, evaluation, and implementation of programs, services, or technological changes in the UCSD libraries.

Section 5. LAUC-SD shall not advise the Chancellor, the Chancellor's designated representatives, the campus administration or the library administration with respect to matters which are covered by a memorandum of understanding or otherwise subject to negotiation between the University and any exclusive bargaining agent.

Section 6. LAUC-SD shall maintain liaison with LAUC divisions at other campuses of the University of California and participate in statewide LAUC.

ARTICLE III. MEMBERSHIP

Section 1. Membership in LAUC-SD shall consist of:

- a. All persons holding appointments at half-time or more in the Librarian Series of the University of California, San Diego, or in any one of the following academic titles in conjunction with their respective title codes: Associate University Librarian, Assistant University Librarian, or in the same series or titles in an acting capacity.
- b. University Librarian or the same in an acting capacity.

- c. Members of the Librarian Series who are employed half-time or more, with University-wide appointments and who work on or near the San Diego campus shall also be members of this Division.

Section 2. All members shall be eligible to vote, to hold office, to serve on committees, with the exception of the Committee on Appointments, Promotion and Advancement (CAPA), and to serve as representatives to the statewide Assembly.

Section 3. Persons employed as defined in this article on less than half-time appointments and retired members shall have affiliate membership. The LAUC-SD Executive Board shall consider additional affiliate members on a case-by-case basis. Affiliate members may attend and participate in general meetings of the Division and the Assembly, but may not vote, make motions, nominate candidates, serve as officers or committee members, or be eligible for research and professional development funds.

ARTICLE IV. OFFICERS

Section 1. The officers of LAUC-SD shall be the Chair, Vice Chair (Chair elect), Secretary/Treasurer, and immediate Past Chair.

Section 2. The terms of office shall be one year, commencing 1 September.

Section 3. If a vacancy occurs in the office of the Chair, the Vice Chair shall automatically succeed for the remainder of the term and shall appoint an interim Vice Chair with the approval of the Executive Board. Provision for succession for the following term will be determined by the Executive Board with the approval of the membership.

Section 4. If a vacancy occurs in the office of Vice Chair or Secretary/Treasurer, a Vice Chair pro tem or Secretary/Treasurer pro tem shall be appointed from the membership of the Division for the remainder of the term by the Chair, with the approval of the Executive Board.

Section 5. The Chair shall perform the usual functions of that office, and shall:

- a. Represent and speak for LAUC-SD in its relationships with the campus and library administrations.
- b. Represent LAUC-SD at Library Council meetings.
- c. Bring to the attention of the membership and the Executive Board any matters which require LAUC-SD response or which may be of concern to LAUC-SD.
- d. Represent the Division in all deliberations of the LAUC Executive Board.
- e. Report to the Division on the deliberations of the LAUC Executive Board and the Assembly.
- f. Serve as a LAUC Assembly Delegate and serve as leader of the San Diego delegation.
- g. Appoint the membership and chairs of standing and ad hoc committees of LAUC-SD from nominations submitted by the Executive Board or membership, direct charges to these committees, and see that the committee reports and recommendations are referred to the Executive Board and/or membership for appropriate consideration and action.
- h. Provide for the maintenance of the LAUC-SD Archives.

- i. Serve as a member and chair the Nomination/Election Committee for the year immediately following the completion of term of office as Chair.
- j. Distribute information about meetings and meeting agendas to members the week prior to the meeting.
- k. Prepare, maintain, and distribute orientation information to new UCSD librarians.

Section 6. The Vice Chair (Chair-elect) shall perform the usual functions of that office, and shall:

- a. Assume the duties of the Chair in the Chair's absence or incapacity.
- b. Serve as a member of the Executive Board.
- c. Serve as Parliamentarian for the Division.
- d. Serve as a LAUC Assembly Delegate.

Section 7. The Secretary/Treasurer shall perform the usual functions of that office, and shall:

- a. Prepare and distribute minutes of membership meetings within thirty days following the meeting to the members and others as designated by the Statewide LAUC Executive Board.
- b. Prepare and distribute minutes of LAUC-SD Executive Board meetings within thirty days following the meeting to the members and others as designated by the LAUC-SD Executive Board.
- c. Make available to members of the Division the minutes of Assembly meetings.
- d. Inform the LAUC Secretary of the results of divisional elections and changes in officers or Assembly Delegates during the year and shall notify the LAUC Secretary not more than 10 days following the date of the Statewide election of the results.
- e. Maintain and update LAUC-SD documents, including Bylaws, minutes, rosters, calendars, etc., within thirty days of the change.
- f. Collect annual membership contributions and maintain budget and fiscal accounts.
- g. Handle correspondence and publicity as directed by the Chair.
- h. Collect LAUC-SD archival materials for deposit. (See Article XII, Section 1)
- i. Record in the meeting minutes the exact wording of all motions.

Section 8. The Past Chair shall perform the usual functions of that office, and shall:

- a. Serve as a member of the Executive Board.
- b. Serve as chair of the Nominating/Election Committee (see Article VII, Section 2, Subsection b; and Article VIII: Elections).

ARTICLE V. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Chair, the Vice Chair (Chair-elect), the Secretary/Treasurer, the immediate past-Chair, one member elected at large, the Assembly Delegate, and the Chair of the Committee on Appointment, Promotion and Advancement (CAPA). Chairs of standing or ad hoc committees and formally designated LAUC-SD liaisons may be invited by the Chair to attend Executive Board meetings as non-voting members.

Section 2. The terms of office shall be for one year commencing 1 September.

Section 3. If a vacancy occurs in one of the positions on the Executive Board other than the

officers, the Chair shall appoint a replacement with the approval of the Executive Board.

Section 4. The Executive Board shall represent the will of membership between membership meetings.

Section 5. Executive Board members or their designated alternatives will participate as outlined in the Academic Review Procedures, Librarian Series, University of California, San Diego.

Section 6. All actions of the Executive Board taken on behalf of the membership are subject to review by the membership.

ARTICLE VI. MEETINGS

Section 1. There shall be at least three membership meetings each year.

Section 2. Meetings may be called by the Chair, the Executive Board, or by the written request of twenty-five percent (25%) of the membership.

Section 3. One-third (1/3) of the membership shall constitute a quorum.

Section 4. Information about meetings shall be provided to the membership during the week prior to the meeting. (See article IV, Section 7.g)

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

- a. The standing committees shall be the Committee on Appointment, Promotion and Advancement (CAPA), Nomination/Election Committee, Research and Professional Development Committee, Mentoring Committee, and others as appropriate. Additionally,
- b. LAUC-SD will hold two seats on the Library's Diversity & Inclusion Committee: the liaison to the LAUC-SD Executive Board and the LAUC-SD representative to the Statewide Committee on Diversity.
- c. All standing committees, except CAPA and the LAUC-SD Liaison to the Library's Diversity & Inclusion Committee, shall be appointed by the Chair with the approval of the Executive Board.
- d. All regular members shall be eligible for appointment to all committees, except CAPA. Affiliate members are ineligible to serve on committees.
- e. A committee quorum shall consist of fifty-one percent of the members of the committee.
- f. Each committee shall submit a written annual report to the LAUC-SD Chair by 1 Sept.
- g. Normally the committee chair shall be appointed by the Chair of LAUC-SD, with the approval of the Executive Board; however such appointment may be redelegated to the committee itself.
- h. Divisional committees concerned with matters of more than local interest shall send a copy of all substantive reports to the Chair of the related statewide committee and to the LAUC President.

Section 2. Composition and Responsibilities of Standing Committees.

a. Committee on Appointment, Promotion, and Advancement (CAPA)

1. Responsibilities of this committee are described in the Academic Review and Procedures Manual (ARPM) and APM 210-4.
2. Membership of this committee shall consist of four members from the Librarian Series with career status.
3. Members are elected at the annual election for two year terms, with terms staggered so that two members are elected each year.
4. Of these four members, the chair of CAPA shall be appointed by the Executive Board. The chair of CAPA shall also be a member of the Executive Board.

b. Nomination/Election Committee

1. Membership shall consist of three members from the Librarian Series. Two members shall be appointed by the LAUC-SD Chair, The immediate past LAUC-SD Chair shall serve as the third member and chair of the committee.
2. The committee shall submit a slate of nominees for office to the membership, at a meeting to be held at least two weeks before the election. Additional nominations may be made from the floor at this meeting.
3. The committee shall conduct the election in accordance with Article VIII.
4. The committee shall report the results of the election to the Chair. The Chair shall notify all nominees and report the results of the election to the membership.
5. The committee chair shall submit to the Secretary/Treasurer, in writing, the Divisional results of statewide LAUC elections for transmittal to the LAUC Secretary not more than ten days after the election.

c. Research and Professional Development Committee

1. Membership shall be appointed by the Chair, and shall include the LAUC-SD representative to the statewide research and Professional Development Committee.
2. The committee shall monitor and recommend to Library Administration disbursement of all funds made available to the committee for research and development.
3. The committee shall serve as the review body for all research proposals submitted by LAUC- SD members for local and statewide funding.
4. The committee shall prepare an annual series of programs relating to research needs and professional development of the LAUC-SD membership, and shall disseminate information to the membership regarding professional development activities.

d. Mentoring Committee

1. Membership shall consist of members from the LAUC-SD membership and shall be appointed by the LAUC-SD Chair. The head of Library Human Resources serves as a sitting member of the group each year.

2. The committee chair will be selected from previous year's membership, to be confirmed by the LAUC-SD Chair after a call for individuals interested in serving. The co-chair may be selected from either the previous year's members or the incoming members.
3. The committee shall develop, review and maintain content for the LAUC-SD website that provides guidance and insight into the library profession and the process of becoming a librarian.
 - a. This includes a means for recruiting those interested in being mentored and those interested in being a mentor.
 - b. The committee shall match appropriate mentors with mentee applicants in order to provide the best professional guidance in the applicants stated area[s] of interest.
 - c. Updates to the website will be coordinated with the LAUC-SD webmaster.
4. The committee shall develop appropriate programming that allows for discourse between UCSD Librarians and members of the community on the topic of librarianship as a profession. The intended audiences for these programs include, but are not limited to faculty and staff at the university, students and any individuals from the community expressing interest in librarianship.
5. The UC San Diego Library Internship Program will be coordinated by at least one person, preferably two people, who will be ex-officio member(s) of the LAUC-SD mentoring committee.
 - a. The coordinators may be selected from retiring LAUC-SD Mentoring Committee members or recruited into the role from the general LAUC-SD membership.
 - b. A coordinator will serve a 2 year term.
 - c. The start of a new coordinator's term should be staggered to coincide with the beginning of the other coordinator's second year, providing an overlap of one year with an experienced coordinator and a new coordinator.

Section 3. Ad Hoc Committees

- a. Ad hoc committees shall be established as determined by the Chair in consultation with the Executive Board or by the membership.
- b. The composition of each ad hoc committee shall be determined by the Executive Board.
- c. The ad hoc committee and its chair shall be appointed by the Chair. However, appointment of the chair may be re delegated to the committee itself.
- d. The charge to each ad hoc committee shall be drafted by the Chair in consultation with the Executive Board, and contain a final reporting date.
- e. Divisional committees concerned with matters of more than local interest shall send a copy of all substantive reports to the Chair of the related statewide committee and to the LAUC President.

Section 4. Statewide Committees

- a. The Executive Board shall nominate one divisional member to serve on each statewide standing or ad hoc committee. Nominations for standing committees shall be transmitted to the LAUC President no later than 1 September.
- b. Appointees to statewide committees may request that the Division Chair appoint an ad hoc committee to assist with their statewide committee obligations.

Section 5. LAUC-SD Representation on Library and Campus Committees

- a. Library Diversity and Inclusion Committee
 1. LAUC-SD shall hold two seats on the Library’s Diversity & Inclusion Committee: the liaison to the LAUC-SD Executive Board and the LAUC-SD representative to the Statewide Committee on Diversity.
 2. These roles shall be held by members from the Librarian Series and shall be appointed by the LAUC-SD Executive Board Chairperson.
 3. The Liaison shall serve as the main communication and advisory conduit between LAUC-SD and the Library’s Diversity & Inclusion Committee.
 4. The Statewide representative shall serve as the main communication and advisory conduit between LAUC Statewide Committee on Diversity and the Library’s Diversity & Inclusion Committee.
- b. Academic Senate Library Committee
 1. The Executive Board shall nominate/appoint one divisional member to serve on the Academic Senate Library Committee for a two-year term.
 2. Appointee will liaise between LAUC-SD and the Library Committee, as well as other relevant committees within the library with shared interests, as appropriate.

ARTICLE VIII. ELECTIONS

Section 1. Elections shall be held annually in the spring at the time of the statewide election, which is to be held no later than 30 June.

Section 2. Election shall be held by secret ballot.

Section 3. Officers, Member-at-Large, Assembly Delegates, and CAPA members shall be elected by a plurality of valid votes cast and shall assume office the following 1 September.

Section 4. Questions arising as the result of a tie vote will be resolved by special election.

ARTICLE IX. REPRESENTATION IN STATEWIDE LAUC

Section 1. Representation shall be in accordance with the LAUC Bylaws.

Section 2. The Division Chair and Vice Chair shall automatically serve as statewide Assembly Delegates.

Section 3. Additional Assembly Delegates, in the number to which the Division is entitled, as specified in the LAUC bylaws, shall be elected from a slate of candidates presented by the Nomination/Election Committee.

ARTICLE X. PARLIAMENTARY AUTHORITY

The current edition of Sturgis,' *Standard Code of Parliamentary Procedure*, shall be the authority for parliamentary procedure, when not inconsistent with the provisions of these bylaws.

ARTICLE XI. AMENDMENTS

Section 1. Amendments to the Bylaws may be proposed by the Executive Board or by three members and presented in writing to the Chair.

Section 2. Amendments shall be presented in writing to the members at least two weeks before they are voted upon.

Section 3. Amendments may be adopted at any meeting by a majority vote of members in attendance, a quorum being present.

Section 4. These bylaws and all amendments thereto shall be subject to the approval of the LAUC Committee on - Professional Governance.

ARTICLE XII. LAUC-SD ARCHIVES

Section 1. LAUC-SD Officers and chairs of local LAUC-SD committees are responsible for maintaining permanent records, and for depositing them with the LAUC-SD secretary.

Section 2. It shall be the responsibility of the LAUC-SD Secretary/Treasurer to collect all records of retiring officers and committees at the conclusion of their term of office and to arrange for scheduled deposit in the UCSD Archives. The Secretary/Treasurer will consult with the University Archivist on matters pertaining to the permanent retention of records.

Section 3. As rule, material pertaining to Statewide LAUC activities, e.g., correspondence of Statewide Committees, will not be deposited in the UCSD Archives. However, important Statewide documents, such as final committee reports, which serve to show the informational environment in which LAUC-SD operates, should be deposited in the Archives by the LAUC- SD Chair.

Section 4. Local materials which should be routinely deposited in the UCSD Archives include: minutes of LAUC-SD meetings, financial statements, annual reports, local committee records and correspondence, etc.