

STATE UNIVERSITY OF NEW YORK
COUNCIL OF LIBRARY DIRECTORS
BY-LAWS

I) Purpose.

The SUNY Council of Library Directors (SCLD) provides vision, leadership, and advocacy for SUNY libraries to ensure the highest quality library resources and services for SUNY students, faculty, researchers, and staff in support of the intellectual and economic development of New York State.

SCLD's role is to:

- Plan and adopt collaborative strategies to expand access, strengthen resources, and improve services across the University.
- Serve as the chief advocate for and voice of SUNY libraries to University administration and all other agencies that affect library services.
- Provide a forum for communication among chief administrators of the University's libraries.
- Promote the creative application of innovative technologies and services.
- Enhance the continuing professional development and mentoring of library administrators.

II) Membership.

Each library system on every campus of the State University shall be represented on the Council by its chief administrative officer or his/her designee. The institutional membership/registration fee shall be determined by the Executive Board annually.

III) Meetings.

The Council shall be convened by its Chair at least once a year in the **spring**. Additional meetings may be called by the Chair with the assent of or on the petition of a majority of the Executive Board of the Council, or one quarter of the membership of the Council.

- a) Quorum: A quorum will consist of a simple majority of the paid members.
- b) Voting:
 - i) Resolutions, motions or other matters requiring a vote will be considered to have passed if those actions receive approval from a simple majority of the members voting, unless otherwise specified in these by-laws.
 - ii) Core Services &/or campus financial commitments – All votes that require individual campus to commit to collective purchases will require a $\frac{3}{4}$ majority of the members voting.
- c) Voting on issues before the council may take place in any form consistent with open meeting laws in NY State. Votes may be conducted in person, via mail or electronic ballot, or via secure electronic polling, or by other methods deemed reasonable by either the Council or the Executive Board.
- d) Only members whose institutional membership dues are currently paid may exercise the right to vote.

IV) Sections.

The Council shall be composed of the following sections and shall consist of the members representing:

- (1) Doctoral Degree-granting campuses;
- (2) the University Colleges;
- (3) Community Colleges;
- (4) and Colleges of Technology.

Each section shall meet at least once annually to elect a convener who shall serve as that section's representative on the Executive Board of the Council.

Duties of the Convener shall be:

1. To attend the Executive Board meetings;
2. To act as a liaison between the Board and the members, and to report concerns, suggestions, and new information to the Board as directed by the members of the section;
3. To canvas the section prior to Council business meetings and to present reports and resolutions generated by the section. Resolutions should be read as part of the business meetings, and be given to the Secretary in writing to be attached to the minutes;
4. To notify the members of the section, if a convener is unable to complete the term of office and request that the section elect a new convener and notify the Chair of the election results.

V) Officers.

The officers will be: the Chair; the Vice-Chair/Chair-Elect; the Secretary; and the Treasurer. The terms of officers shall be as follows: Chair-Elect – 3 years (as Chair-Elect, Chair, and Past Chair); Secretary – 2 years; Treasurer – 2 years. The Secretary and Treasurer shall be elected in alternate years. All elections shall take place during the **spring** Meeting of the Council.

The duties of each of the officers will be as follows:

A. Chair.

1. To convene and preside over all meetings of the Council and the Executive Board.
2. To be the spokesperson for the Council.
3. To formally address and respond to the concerns of the Council members and the Executive Board.
4. To maintain communications with related organizations and offices within and outside State University of New York, as necessary.
5. To undertake such other duties as may be directed by the Council and the Executive Board.
6. To appoint annually a nominating committee which shall present a slate of candidates for all positions to be filled, as outlined below under "Committees."
7. To appoint a Chair-Elect from the Board, if the position becomes vacant.
8. To appoint a Secretary or a Treasurer from the Council membership, if either position becomes vacant.
9. To request the sections to name a convener, if any of the convener positions become vacant.
10. To maintain Chair's archival records.

B. Vice-Chair/Chair-Elect.

1. To convene and to preside over meetings of the Council in the absence of the Chair.

2. To maintain Chair-Elect's archival records.
 3. To make all arrangements for Council meetings which may include such items as:
 - a. To sign contract with the conference site;
 - b. To contact speakers and provide the Treasurer with copies of correspondence indicating financial agreements;
 - c. To create program announcement;
 - d. To provide the Treasurer with the program to be distributed with registration announcements;
 - e. To arrange the schedule, meeting room needs and any equipment needs with the conference site;
 - f. To bring to the conference site any additional materials to be provided to registrants;
 - g. To write thank you letters to all speakers after the meeting;
 - h. To familiarize the new Chair-Elect with arrangements for the Council meetings.
- C. Secretary. The Secretary shall be elected for two years, in the even years. The duties of the Secretary shall be:
1. To record actions and discussions of the Council and Executive Board.
 2. To take minutes of the Executive Board meetings and to mail them to Board members within two weeks of the meeting along with any attachments.
 3. To take minutes of the Council meetings, to present these minutes first to the Executive Board meeting for any changes and modification, and then to duplicate these unapproved minutes for distribution at the next Council meeting for approval.
 4. To maintain Secretary's archival records.
 5. To convene a meeting of the Executive Board to elect a new Chair from among its members, in case the offices of the Chair and Vice-Chair both become vacant.
- D. Treasurer. The Treasurer shall be elected for two years, in the odd years. The duties of the Treasurer shall be:
1. To manage all Council funds, financial affairs and records; the annual fiscal year for recordkeeping will commence July 1st and end June 30th.
 2. To receive all institutional membership and registration fees.
 3. To pay all Council bills out of Council funds.
 4. To provide a written report of the Council's finances at Executive Board meetings and at the Council meetings.
 5. To be responsible for the registration at the Council meetings and related arrangements such as:
 - a. To distribute program, dues and registration forms;
 - b. To distribute registration forms to speakers, omitting prices;
 - c. To collect registration forms and make room assignments, if necessary;
 - d. To make badges for the registrants;
 - e. To distribute room assignments prior to the meeting.
 6. To convene a meeting of the Executive Board to elect a new Chair from among its members, in case all three other offices become vacant.
- E. The duties of the Past Chair as a member of the Executive Board shall be:
1. To maintain current the By-Laws of the Council, and to give them to the Chair for distribution to the new members of the Executive Board.

2. To maintain current the job descriptions of the Executive Board members, and to give them to the Chair for distribution to the new Board members.
3. To maintain a list of current and past Executive Boards.
4. To act as parliamentarian.
5. To serve as Chair for the remainder of the term of office, should the Chair resign or is unable to perform the duties of the office.

VI) Executive Board.

The voting membership of the Executive Board of the Council shall consist of the elected officers of the Council, the Past Chair of the Council, and the section conveners. To facilitate the exchange of information with other interested parties, the Executive Board will also include, as *ex officio* non-voting members, the President of the SUNY Librarians' Association (SUNYLA) and the head of the Office of Library and Information Services, SUNY System Administration, and the Executive Board's representative to the *SUNYConnect* Coordinating & Financial Committee (SCFC), or their designees. A quorum of the Board shall consist of a majority of its voting members.

The Executive Board shall meet at the request of the Chair or upon petition of a quorum of its members. The Executive Board shall act on behalf of the Council on those matters which require attention between meetings of the Council; it shall place before the Council proposals for action by the Council.

VII) Committees.

1. The nominating committee, appointed by the Chair of the Council, shall consist of at least three Council members. It shall present a slate of nominees for election at the spring meeting, as follows: (1) Officers of the Council, attempting to provide for the rotation of the position of the Chair among library directors from the various Sections of the Council. (2) A liaison from the SUNY Council of Library Directors to the CUNY Council of Chief Librarians and (3) a representative of the Executive Board to SCFC, each of these to be elected in the odd years at the spring Meeting for two-year renewable terms.
2. *SUNYConnect* Coordinating & Finance Committee (SCFC)
 - a. Charge:
 - i. To coordinate, provide input, and track progress of *SUNYConnect* related activities.
 - ii. To address system-wide financial commitments, make recommendations regarding contracts and/or licenses, and identify alternate revenue streams.
 - iii. To review proposed Core Services and make recommendations in a timely manner to SCLD in the form of resolutions before the body as a whole regarding adoption thereof.
 - b. Membership:
 - i. A representative from the SCLD Executive Board
 - ii. One director from each of the four sectors
 - iii. One director from a doctoral degree-granting (not a university center) institution
 - iv. One representative from OLIS
 - v. SUNY Librarians Association (SUNYLA) shall have one non-voting member.
~~Non-voting members, one from each of the following~~
 1. ~~Community College Business Officers Association (CCBOA)~~
 2. ~~SUNY Business Officers Association (SUBOA)~~
 3. ~~SUNY Librarians Association (SUNYLA)~~

4. ~~SUNY Student Assembly~~
 5. ~~University Faculty Senate~~
 6. ~~Faculty Council of Community Colleges~~
- c. ~~Terms (voting members):~~
- i. July to June
 - ii. Two year
 - iii. Maximum two consecutive terms, **except OLIS**
- d. Chair will be elected by voting committee members for a one year term
- e. **Chair will serve on the Executive Board of SCLD**
- f. Secretary will be elected by voting committee members for a one year term
- g. **Meetings shall be held at least once a year with one occurring prior to the SCLD spring business meeting**
- h. **To facilitate the exchange of information with other interested parties, members of CCBOA, SUBOA, SUYNY Student Assembly, University Faculty Senate, & Faculty Council of Community Colleges will be invited to meetings.**

3. Ad hoc committees as appointed by the Chair.

VIII) Changes in the By-Laws shall be reviewed by the Executive Board and submitted to the membership in writing one month prior to the vote for approval. Such approval shall require a two-thirds majority vote of the membership through mail or electronic vote, or in a meeting of the Council where changes may be made by a majority of those present and voting.

IX) Roberts Rules shall be followed in parliamentary practice not otherwise specified above.

X) SUNY at Buffalo shall be the official depository of all archives of the Council.

XI) Tax Exempt Status

1. In the event of dissolution, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to the State University of New York for public educational purposes, in accordance with section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws.
2. No part of the net earnings of the organization shall inure to the benefit of any member, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, officer, or any private individual shall be entitled to share in the distribution of any of the assets upon dissolution of the organization.
3. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by section 501 (h) of the Internal Revenue Code, as amended) nor shall the organization participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.
4. Notwithstanding any other provision of these articles, the organization is organized exclusively for educational purposes and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(h)(3) or corresponding provisions of any subsequent Federal tax laws.

XII) Uses of the SCLD Treasury

The Treasury of the Council will be used to fund the business of the Council, for example:

1. Guidelines for Reimbursement of SUNY Council of Library Directors' Committees: The Council reimburses routine postage, photocopying and annual meeting expenses.
2. The Council will not reimburse Executive Board members for travel to regular Executive Board Meetings or to Council Meetings.
3. Members of Special work groups appointed by the Council will be reimbursed for travel by the Council as follows: Committee members should travel using the most economical and practical means. When a personal automobile is used, reimbursement is funded at the current state rate; toll and parking expenses will be reimbursed in full after appropriate documentation is submitted to the Treasurer. Reimbursement for taxi, bus, train, and airplane fares, meals, and/or lodging are to be pre- approved by the Treasurer and appropriate documentation will be required. ~~Reimbursement will not be supported for meals.~~
4. The Treasury will not fund requests from groups outside of the Council unless the group(s) are working on joint projects with the Council.

Approved by the SUNY Council of Library Directors at the Annual Meeting held in Albany, New York on May 2, 1991; amended November 1992 and August 1993 by mail ballots; amended May 6, 1994 and April 30, 1999 at the Annual Meetings; amended September 1, 1999 by mail ballot; amended February 2001 by mail ballot; amended April, 2007 by email ballot; amended April 16, 2008 at the Spring Meeting; amended August 31, 2011 by electronic vote; and amended October 4, 2013 at the Fall Meeting.