CONFERENCE OF LAW LIBRARIES
OF THE ASSOCIATION OF JESUIT COLLEGES AND UNIVERSITIES

BYLAWS

Approved July 5, 1987
Amended June 18, 1989
Amended January 9, 1998
Amended July 15, 2003

ARTICLE I. NAME.

This organization shall be known as the Conference of Law Libraries of the Association of Jesuit Colleges and Universities.

ARTICLE II. PURPOSE.

The general purpose of the Conference is to improve the delivery of library and information services to the law schools affiliated with Jesuit colleges or universities. To achieve that end, the Conference will create mechanisms to share information about libraries, librarianship, and legal education in Jesuit Institutions, to foster communication and a sense of community among the law libraries of the Jesuit Institutions, and to improve resource sharing among these institutions.

ARTICLE III. MEMBERSHIP.

Section 1. Membership in the Conference shall be available to law libraries affiliated with member institutions of the Association of Jesuit Colleges and Universities.
Section 2. Any person doing professional work in a member library may participate in the meetings and programs of the Conference.

Section 3. Each member institution will be assessed an annual membership fee, as determined by the Executive Board. The membership fee is to be used for the official business of the Conference.

ARTICLE IV. ASSOCIATE MEMBERSHIP.

Section 1. Associate membership in the Conference shall be available to law libraries of law schools of colleges and universities affiliated with the Roman Catholic Church and to law libraries of law schools with well-articulated Roman Catholic identities.

Section 2. Any person doing professional work in an associate member library may participate in meetings and programs of the Conference.

Section 3. Associate member institutions will be assessed an annual membership fee as determined by the Executive Board, but in no case shall the associate membership fee be more than the fee assessed to members. Associate members will not have voting rights.

ARTICLE V. MEETINGS

Section 1. The Directors of the libraries shall act as the Executive Board of the Conference and they, or their designated representatives, shall transact all business on behalf of the Conference. Such business may be transacted at the annual meeting, or by telephone, written correspondence, electronic mail, and any other electronic means.
Section 2. The Executive Board shall meet at least once each year. Other meetings of all or any part of the Conference may be scheduled from time to time.

Section 3. The annual meeting of the Executive Board shall be held in conjunction with the annual meeting of the American Association of Law Libraries. In the event that the American Association of Law Libraries shall not meet, the Executive Board will give appropriate consideration to an alternate meeting time and location.

Section 4. Written notice of the time and place of each annual meeting shall be given at least four (4) weeks before the meeting.

Section 5. A simple majority of the Executive Board shall constitute a quorum for the transaction of business.

ARTICLE VI. OFFICERS.

Section 1. The officers of the Conference shall be: Chair, Secretary and Treasurer.

Section 2. Officers shall be directors of the libraries of the Conference from a rotational list approved by the Conference. Each year the director of the library next on the rotational list shall be designated Treasurer. The incumbent Treasurer shall be designated Secretary and the incumbent Secretary shall be designated Chair. In the event the director next on the rotational list is unable to serve the designation shall go to the director next following on the list. The director unable to serve in rotational order shall be designated the following year.

Section 3. Newly designated officers shall take office at the conclusion of the annual meeting of the Executive Board.
Section 4. The Chair shall preside at all meetings of the Conference, shall have general and active management of the affairs of the Conference subject to approval by the Conference members, and shall confirm that all resolutions of the Conference are implemented. He or she shall have the general supervision and direction of the officers of the Conference and shall see that their duties are properly performed. He or she shall report semi-annually to the Conference members on matters of which he or she is knowledgeable and which, in the interest of the Conference, should be brought to their attention. The Chair shall perform such other duties as prescribed by the Conference.

Section 5. In the absence or disability of the Chair, the Secretary shall perform the duties of the Chair and shall perform such other powers and duties as may be prescribed by the members of the Conference. The Secretary shall coordinate all public relations and information dissemination activities for the Conference and shall compile and distribute (via the AJCU Newsletter and other means) information of particular interest to Conference members. The Secretary shall attend all meetings of the Conference, shall record all minutes of the proceedings and all votes, and shall give or cause to be given proper notice of all meetings of the Conference. The Secretary shall maintain a list of members in good standing, which list shall be open to inspection upon request by any member of the Conference. The Secretary shall maintain the rotational list of conference members notifying the director of the next member school of the obligation of forthcoming service as an officer. The Secretary shall render an annual report to the AJCU President, the Chair, and members of the Conference. The annual report shall contain a summary of activities, a financial statement, and a schedule of proposed meetings for the next year. The Secretary shall perform such other duties as prescribed by the Conference members or by the Chair, including the answering of any correspondence at the direction of the Chair.

Section 6. The Treasurer shall have the custody of the funds of the Conference, shall keep full and accurate account of receipts and disbursements in books belonging to the Conference, which books shall be open to inspection upon request by any Conference member. The Treasurer shall deposit all monies in the name and to the credit of the Conference in such depositories as may be designated by the Conference members or the Chair, taking proper
vouchers and receipts of such disbursements and deposits. The Treasurer shall prepare an annual financial statement. The Treasurer shall perform such other duties as prescribed by the Conference members.

Section 7. In the absence or disability of the Chair the Secretary shall succeed to the Chair unless the members of the Conference determine otherwise. In absence or disability of the Secretary or Treasurer, the Chair may appoint a replacement for the balance of the year.

ARTICLE VII. COMMITTEES

Standing committees and special committees shall be as determined by the Executive Board. Each committee shall have a specific charge, shall be headed by a chair, and shall be composed of members appointed by the Chair or the Executive Board. Any member of the Conference shall be eligible to serve on a committee. Standing committees shall meet at least annually. All Committees shall provide an annual summary of their activities four weeks in advance of the annual meeting of the Executive Board.

ARTICLE VIII.

The Conference of Law Librarians is linked to the Association of Jesuit Colleges and Universities through its president. He or she will be welcome to attend all committee and general meetings of the Conference with voice, but may not vote.

ARTICLE IX.

§cu bylaws.98.doc July 15, 2005, as amended July 2003
Roberts Rules of Order shall be the authority governing all matters of procedure not otherwise provided in these bylaws.

ARTICLE X. AMENDMENTS.

These Bylaws may be amended by a two-thirds vote of those present at any annual meeting of the Executive Board, provided that notice has been given of the proposed amendment at least four (4) weeks in advance of the meeting at which the vote is to be taken.