

**SEMLOL**  
**Southeastern Michigan League of Libraries**  
**By-Laws**  
**Approved November 8, 2013**

**Article 1. NAME**

The name of this organization shall be Southeastern Michigan League of Libraries, hereinafter referred to as SEMLOL.

**Article 2. AREA OF OPERATION**

SEMLOL shall operate in the southeastern Michigan counties of Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne; and in the surrounding counties of Genesee, Hillsdale, Ingham, Jackson, Lapeer, Lenawee, Livingston and Shiawassee; and in Windsor, Ontario.

**Article 3. PURPOSES AND OBJECTIVES**

SEMLOL shall be a voluntary organization comprised primarily of academic and research libraries, and its objectives shall be:

- To promote understanding of its members' needs and services.
- To develop vehicles for sharing resources and improving and coordinating services.
- To promote development of professional skills and abilities.
- To exchange ideas and provide channels of communication.

**Article 4. MEMBERSHIP**

SEMLOL shall have two categories of membership, Full Membership and Liaison Membership.

Section 1: Full membership

- A. Full members of SEMLOL (hereinafter variously called voting Members, Members, or Member institutions) shall be voting Member institutions properly accepted into membership and shall actively participate in and contribute their voluntary efforts to SEMLOL.
- B. The following may apply for Full Membership in SEMLOL:

- a. Academic libraries in the Area of Operation defined in Article 2.
- b. Research libraries in the Area of Operation defined in Article 2.
- C. Only institutions may hold membership in SEMLOL. All professional and support staff of Members are encouraged to participate in SEMLOL and its committees.
- D. Application for Full Membership must be made in writing to the Chair or the Secretary and will be forwarded to the Executive Board.
- E. The Executive Board will review applications and forward them to the Membership at the next General Membership Meeting with its recommendations as to whether applicants should be granted membership.
- F. The Members of SEMLOL shall decide by simple majority vote if an applicant shall be accepted into membership.
- G. The Executive Board shall review participation of and current status of Member institutions and forward its recommendations to the General Membership for action.
- H. Member institutions shall receive meeting announcements and any other materials provided by the Executive Board.
- I. Full members of SEMLOL shall employ at least one (1) ALA accredited librarian and shall have a collection capable of supporting its academic or research curricula/programs.

## Section 2: Liaison Membership

- A. Liaison members of SEMLOL shall be non-voting Member institutions properly accepted into membership. Liaison members shall have no participation requirements.
- B. Libraries or agencies with an affinity of interest with SEMLOL's full voting Members may apply for Liaison Membership.
- C. Only institutions may hold membership in SEMLOL. All professional and support staff are encouraged to participate in SEMLOL and its committees.
- D. Applications for Liaison Membership must be made in writing to the Chair or Secretary and will be forwarded to the Executive Board.

- E. The Executive Board will review applications and forward them to the Membership at the next General Membership Meeting with its recommendations as to whether applicants should be granted membership.
- F. The Members of SEMLOL shall decide by a simple majority vote if an applicant shall be accepted into membership.
- G. Institutions granted Liaison Membership shall receive meeting announcements and any other other materials provided by the Executive Board.

## **Article 5. VOTING**

Section 1: Only Full Member institutions shall be eligible to vote.

Section 2: Each Full Member institution shall have one (1) vote.

Section 3: An institution's vote shall be assumed to have the endorsement of its director.

Section 4: Proxy voting by Members shall not be allowed.

## **Article 6. MEETINGS**

Section 1: A minimum of two (2) General Membership Meetings shall be held each year, with a minimum of 15 days advance notice. The spring meeting shall be designated as the Annual Meeting.

Section 2: For the conduct of business, a quorum shall consist of a simple majority of Member institutions.

Section 3: Roll call of institutions shall be taken at the start of the meeting.

Section 4: Any action which could be taken at a meeting of the membership may also be conducted by a mail, phone, or electronic vote if authorized by the Executive Board.

Section 5: A simple majority of those polled is necessary for the adoption of any motion or the taking of any action, except as otherwise provided in these Bylaws.

Section 6: Robert's Rules of Order shall be used as the basis for all SEMLOL proceedings not otherwise treated in these Bylaws.

## **Article 7. OFFICERS**

Section 1: Elected officers shall be nominated from among the directors or their official designated representatives.

Section 2: The Chair Elect shall be elected annually. The Chair Elect shall serve for two years, the first as Chair Elect and the second as Chair. The Chair, upon completion of his/her duties, may remain on the Executive Board ex officio, without vote, for one year. The Secretary shall be elected in even-numbered years by the General Membership at the Annual Meeting and shall serve a two-year term.

Section 3: The Executive Board shall designate a Member institution as a fiscal agent from among Member volunteers. The office of Treasurer shall be held by the director of the fiscal agent or the director's designated representative. The Executive Board shall have the right by a simple majority vote to terminate an institution as fiscal agent. The institution may appeal the Executive Board's decision to the Membership at the next General Membership meeting, where a majority vote of Member institutions in attendance may overrule the Executive Board's decision.

Section 4: The Chair shall have the responsibility and authority to call General Membership and Executive Board meetings, to chair such meetings, to set agendas, to approve committee program requests and to expedite the business of SEMLOL.

Section 5: The Chair Elect shall receive committee reports, coordinate committee activities, and chair General Membership and Executive Board meetings and expedite the business of SEMLOL in the absence of the Chair.

Section 6: The Secretary shall have responsibility for recording, distributing, and maintaining permanent records of the minutes of General Membership and Executive Board meetings and for coordinating General Membership meetings. The Treasurer shall have responsibility of maintaining the SEMLOL treasury.

Section 7: Vacancies on the Board

- A. In the event a vacancy occurs in the office of Chair, the Chair Elect shall assume the office of Chair for the remainder of the term.
- B. In the event a vacancy occurs in the office of Chair Elect, the Secretary or the Treasurer, the Chair shall appoint a replacement from among the members of the Executive Board with the approval of the Executive Board.
- C. The Chair may, with the approval of the Executive Board, fill any other vacancy on the Board by appointing an interim representative to serve until the next regularly scheduled election.

## **Article 8. THE EXECUTIVE BOARD**

Section 1: The Executive Board shall be comprised of:

- The Chair
- The Chair Elect
- The Secretary
- The Treasurer
- Six (6) At-Large Representatives.

Section 2: Every effort should be made to assure that the Executive Board is broadly representative of the types and sizes of libraries that hold membership in SEMLOL. Under normal circumstances, the Executive Board should not have more than one person from the same institution.

Section 3: All Executive Board members shall be elected from among the directors of Member institutions or their designated official representatives. Elections shall be conducted on the basis of one vote for each full Member institution.

Section 4: The six (6) Executive Board At-Large Representatives shall be elected at the Annual Meeting for a term of two years, three in even-numbered years and three in odd-numbered years. One of the At-Large representatives will be responsible for social media facilitation. Social media responsibilities may shift among the At-Large Representatives at the discretion of the Chair.

Section 5: Chairpersons of all SEMLOL committees shall serve as ex-officio members of the Executive Board without vote and shall report their committees' activities, projects and plans to the Executive Board.

Section 6: The Executive Board shall hold a minimum of three board meetings each administrative year (July 1 to June 30).

## **Article 9. COMMITTEES AND VOLUNTEERS**

SEMLOL shall have two classes of committees: Permanent Committees and Special Committees, the latter established by the wishes of the voting Members.

Section 1: Permanent Committees

A. Nominating Committee

- a. SEMLOL shall have a Nominating Committee appointed by the Executive Board. The Chair Elect shall serve as the Chair of the Nominating Committee.
- b. The Nominating Committee shall solicit candidates for Executive

Board positions.

- c. The Nominating Committee shall make every effort to nominate candidates broadly representative of the types and sizes of libraries that hold membership in SEMLOL. Under normal circumstances, the Board should not have more than one person from the same institution.
- d. The Nominating Committee shall present its slate of nominees to the Membership by mail or electronically a minimum of 15 days prior to the election meeting, if no vote is needed. Nominations will be accepted by mail or electronically up to 15 days prior to the membership meeting. Due to the need for prior approval from the dean or director of an institution, no floor nominations will be allowed.

B. Membership Roster Volunteer

- a. The Membership Roster Volunteer shall be selected from among Member volunteers.
- b. The volunteer shall be responsible for maintaining a mailing list of the SEMLOL membership, available electronically, and will provide mailing labels for official SEMLOL business on request.

C. Web page Host Volunteer

- a. The Executive Board shall designate an institution as host for the SEMLOL Website from among Member volunteers.
- b. The host Member volunteer shall be responsible for maintaining and updating the SEMLOL Web page.
- c. The Executive Board reserves the right to terminate an institution as host upon majority vote of the Board to do so.
- d. The institution may appeal the Executive Board's decision to the Membership at the next General Membership meeting, where a majority vote of Member institutions in attendance may overrule the Executive Board's decision.

D. SEMLOL Archivist Volunteer

- a. The Executive Board shall designate an institution as SEMLOL Archivist from among Member volunteers.

- b. The director or their official designated representative shall be responsible for maintaining and updating SEMLOL records, reports, minutes, flyers, and other documents related to SEMLOL activities.

#### Section 2: Special Committees

- A. The Executive Board shall survey the SEMLOL membership at the time of the election of officers to determine the degree to which existing committees serve the needs and interests of SEMLOL Members.
- B. The Executive Board shall write or approve the charge for each Special Committee.
- C. Any professional or other staff member from a voting Member or Liaison Member institution may serve on a SEMLOL committee.
- D. Each committee shall select a chair from among its active members.
- E. Each committee shall send by mail or electronically, minutes to the Membership.
- F. No committee or its representative(s) shall incur expenses on behalf of SEMLOL except as authorized by the SEMLOL Chair or the Executive Board, in accordance with the established Financial Principles and Procedures of SEMLOL.

### **Article 10. AMENDMENTS**

Section 1: These Bylaws may be amended by the Membership by a two-thirds vote of attending Full Members at any scheduled General Meeting at which a quorum is present.

Section 2: Notice of proposed Bylaw change(s) must be circulated at least 15 days in advance of the scheduled General Meeting.

Approved: 11/1987

Revised: 11/1990

Revised: 5/1999

Revised: 4/2002

Revised: 4/2006

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