

**Bylaws of the Syracuse University Library Assembly**  
(revised 2009)

ARTICLE I

Name

The name of this body shall be Syracuse University Library Assembly (SULA).

ARTICLE II

Purpose

The purpose of the Syracuse University Library Assembly shall be to provide a forum for communication to promote collegial exchange about library-related issues and the development of its members. It will act in an advisory capacity to the Library Administration, when requested. Its primary goal shall be to contribute to the excellence of Syracuse University Library and Syracuse University.

ARTICLE III

Membership

Members

Syracuse University Library Assembly shall consist of all library staff members within Syracuse University Library and Syracuse University Law Library. All persons holding temporary and part-time appointments in a capacity as defined in the above sentence shall also be members during their employment. Members hold full voting privileges.

Associate Members

Associate Members of Syracuse University Library Assembly shall include, but not be exclusive to, retired staff members of Syracuse University Library and Syracuse University Law Library who have held positions as defined under Members, visiting professionals and student interns. Associate Members may attend all business meetings and programs. They may not serve as Executive Board Officers or vote on issues brought before the membership. Associate Members may serve as adjunct members on SULA committees at the Executive Board's discretion.

ARTICLE IV

SULA Officers

Section 1. The officers of SULA shall be a Chair, a Chair-elect, a Past-Chair, a Secretary, and a Member-at-large. These officers shall perform the duties as described below.

Chair: The Chair shall call and preside at SULA meetings. The Chair may be an ex-officio member of any committee except the Nominating Committee.

Chair-elect: The Chair-elect shall be the presiding officer in the absence of the Chair. The Chair-elect will advise and assist in SULA program development. The Chair-elect will perform other duties as directed by the Chair.

Past-Chair: The Past-Chair shall maintain an advisory role and, in the absence of the Chair and Chair-elect, the Past-Chair shall be the presiding officer.

Secretary: The Secretary shall record or arrange to record the minutes of the Executive Board meetings and the SULA business meetings. The Secretary shall make available the SULA business meetings' minutes as defined in Article VI, Section 5, perform other duties as defined in Article VI, Section 2, and will perform other duties as appropriate.

Member-at-large: The Member-at-large will perform duties as assigned by the Chair.

### Election of Officers

Section 2. Officers shall serve one-year terms. No member shall hold more than one office at a time, and no elected officer shall serve more than three consecutive terms in the same office. No elected officer shall serve as the chair of a standing committee.

Section 3. The office of the Chair is assumed by the sitting Chair-elect. The office of the Past-Chair is assumed by the sitting Chair. The Chair-elect, the Secretary, and the Member-at-large shall be elected by the membership by secret ballot. The ballot is prepared by the Nominating Committee, as defined in Article VII.

Section 4. All Members of SULA are eligible to run as candidates for SULA offices.

Section 5. The Nominating Committee, as defined in Article VII, shall prepare a slate of eligible candidates for each elective office. Additional nominations will be solicited from the membership prior to the preparation of the ballots. Ballots shall be made available to the voting membership. Balloting will be open to the membership for two weeks.

Section 6. The candidate receiving the majority of ballots returned is elected. In case of a tie, the Executive Committee will prepare a new ballot for the tied candidates and distribute it to all voting members. The new ballot must be submitted one week after the distribution date. The Chair shall notify all candidates prior to the publication of the election results.

Section 7. The new slate of officers will assume their responsibilities at beginning of the fiscal year.

Section 8. Vacancies, with the exception of the Chair and Past-Chair, will be filled by special election, or by appointment of the Executive Board in extenuating circumstances. The Chair will be filled by the Chair-elect; the Past-Chair need not be replaced.

ARTICLE V  
Executive Board

Section 1. The Executive Board shall consist of the Chair, Chair-elect, Past-Chair, Secretary, Member-at-large, and Chairs of any Standing Committees.

Section 2. The Executive Board shall set the agendas for the regular meetings. As the representative of SULA, it shall serve as an advisory body to the Library Administration, when requested.

Section 3. The Executive Board shall meet monthly and as necessary, beginning in July.

Section 4. Four members of the Executive Board shall constitute a quorum of the body.

ARTICLE VI  
SULA Meetings

Section 1. SULA shall meet annually as follows:

- a. State of the Library, Fall
- b. State of the Library, Spring
- c. Holiday Party/DSA
- d. Summer Picnic
- e. Programs (minimum of 3 programs annually)

Section 2. Special meetings may be called by the Executive Board or upon petition to the Executive Board by one quarter of the Members. In the case of a special meeting, it shall be held not later than ten days from the date of submission of the petition to the Executive Board.

Section 3. SULA members may submit agenda items for SULA State of the Library meetings to any member of the Executive Board. The Board will acknowledge the receipt of these suggestions and respond to the member making the suggestion. The Executive Board reserves the right to postpone or refer the agenda item.

Section 4. The minutes of the State of the Library meetings will be made available to the membership within two weeks following the meeting. The agenda for the up-coming State of the Library meeting shall be delivered to each member prior to that meeting.

ARTICLE VII  
Committees

Nominating Committee

Section 1. The Nominating Committee shall consist of three members appointed by the Executive Board immediately after the May meeting to serve staggered two-year terms. Members of the Executive Board may not serve on this committee. Members of the committee may not be represented on the Executive Board.

Section 2. The Nominating Committee will prepare a slate of candidates for all elected offices of the Executive Board in accordance with Article IV, Section 5 and Section 6, and Article IV, Section 8.

Section 3. The Nominating Committee shall supervise all elections, count the ballots, and report the results to the Executive Board Chair.

Other Committees

Section 4. Ad hoc committees may be created by the Executive Board. Members may submit suggestions in writing to the Executive Board for committees. Committee members shall be appointed by the Executive Board and governed by the rules established for them.

Section 5. Standing Committees may be created by the Executive Board with approval of the membership. (See Appendix B for Standing Committee guidelines)

ARTICLE VIII  
Amendment and Revision

Section 1. These Bylaws may be amended by a majority of Membership votes received, and can be proposed at any time of the year, provided:

- a. The Membership receives the initial notification of the proposed change in writing a minimum of 30 days prior to the end of the voting period.
- b. The notification includes the proposed changes as well as instructions for voting.
- c. Additional reminders are sent at two weeks and again at two days prior to the end of the voting period.

Section 2. The Executive Board is responsible for assuring that the Bylaws are reviewed for currency every three years.

## APPENDIX A

### Distinguished Service Awards Guidelines (Summary)

The purpose of the Distinguished Service Awards is to recognize Library staff members who has made significant contributions to the service of the Syracuse University Library user community. The recipient of the DSA award will receive a gift and a certificate presented at an annual staff recognition ceremony and reception. Additional awards can be given out as determined by the Executive Board.

The Executive Board administers this award. The committee requests volunteers for the Selection Panel, which is composed of five (5) Library staff members and reports to the Executive Board. A member of the Executive Board is chosen to serve as liaison between the Executive Board and the Selection Panel.

The Executive Board Liaison serves as an ex-officio member of the Selection Panel. The Panel meets without the Liaison for discussion of nominations and voting on candidates. The role of the Executive Board Liaison is to facilitate the work of the Selection Panel and to keep the Executive Board informed about the progress of the Panel.

The Distinguished Service Award Panel is selected as follows: Volunteers are recruited by a memo sent out by the SULA Secretary. Final appointments to this committee are made and any vacancies are filled by the Executive Board. The Selection Panel serves for one (1) year and is composed of five staff members. Volunteers for the Panel should not serve more than two (2) consecutive years. The Panel membership is announced by **October 1**.

The Selection Panel oversees all aspects of the award process: the correspondence, publicity, design of invitations, programs, and certificates, the catering and flowers, the reception, and the award ceremony.

## Appendix B

### Standing Committee Guidelines

Section 1. Each committee shall consist of at least three members. A call for volunteers to serve on the committees shall be made by the Executive Board as needed. Final appointments to these committees are made and any vacancies are filled by the Executive Board.

Section 2. Committee members shall serve staggered terms. Members of standing committees shall serve their specified terms, or in the case of resignations, until their successors are appointed, if possible. Committee service shall begin immediately upon announcement of the appointment.

Section 3. A chairperson for each standing committee shall be elected by the members of that committee.

Section 4. These committees may request the participation of SULA members for specific projects, subject to members' availability.