

SPECIAL LIBRARIES ROUNDTABLE

Bylaws

- Article I. Name**
The name of this organization shall be the Special Libraries Roundtable (SLR) of the Tennessee Library Association.
- Article II. Objective**
The objective of SLR shall be to unite all members of TLA who are interested in special libraries and librarianship, and to promote the interests of special libraries and librarianship in Tennessee. The term "Special Libraries" shall be broadly defined and liberally interpreted so as to include the special divisions, departments, or collections within more general public or academic libraries. However, the objectives of SLS shall at all time be subordinate to the objectives of TLA.
- Article III. Membership**
Section 1.
Membership in SLR shall be open to all TLA members, in accordance with Article II above. Members of TLA shall signify their membership in SLR by so declaring it at the time of application for or renewal for, membership in TLA.
- Article IV. Officers**
Section 1.
In accordance with the *TLA Manual of Procedures*, there shall be three offices: Chair, Vice-Chair, and Secretary-Reporter.
Section 2.
The Vice-Chair shall be Chair-Elect.
Section 3.
The duties of officers shall be in accordance with the *TLA Manual of Procedures, Roundtable VI, B*, as follows:
- Each Roundtable determines its organization and elects its officers.
 - The usual organization is that of Chair, Vice-Chair, Secretary-Reporter.
 - Official Roundtable Bylaws as provided for in *Article XI, Roundtable 4* of the Association's *Bylaws* shall be on file in the office of the Executive Director.
 - Chair - The Roundtable Chair is a member of the Board of Directors, with these duties:
 - Plan the program of activity for the year.
 - Call for the election of or appoint a Roundtable Nominating Committee to present a slate of officers for election at the annual business meeting.
 - Plan the program for the Roundtable meeting at the TLA Annual Conference.
 - Secure from the Conference Planning Committee whether there is a theme for the TLA Annual Conference.
 - Propose program(s) with budget needs noted to the Conference Planning Committee by established deadlines.
 - Work with Conference Planning Committee to ensure that the invited speaker(s) to extend appropriate hospitality and ensure that appropriate honorarium, lodging, and travel expenses are budgeted.

- If a meal event is proposed, work with the Conference Planning Committee to make all appropriate arrangements.
 - Provide the Conference Planning Committee with pictures and biographical data for speakers, copies of speeches, when available, for submission to the Editor of *Tennessee Libraries* by established deadlines.
 - Following the meeting write letters of appreciation to speaker(s) and other participants.
 - Submit report of expenses to the President.
 - Submit an annual report of activities to the Executive Committee (*TLA Bylaws, Article XI, Roundtable 5.*)
 - With the information provided by the Executive Director, keep membership lists up-to-date.
- Vice-Chair duties:
 - Act in the absence of the Chair.
- Secretary-Reporter duties:
 - Gather news of the Roundtable for publication in the *TLA Newsletter* and send to the Editor before the deadline announced.
 - Write a report of the Roundtable meeting and activities. Give two copies to the Executive Director of the Association, one for the files and one for the Association's official publication

Section 4.

The term of office shall be one year and, in the case of Chair and the Vice-Chair, shall run from July 1 – June 30. (See *TLA Bylaws, Article V.*) The Vice-Chair, who is also Chair-Elect, succeeds to the Chair at the end of the year as Vice-Chair. The incoming Secretary-Reporter shall take over from the outgoing Secretary Reporter as soon as possible after July 1, but not until the outgoing Secretary-Reporter has completed all that is required, including a report on the proceedings of the Roundtable's most recent annual meeting.

Article V.

Nominations and Elections

Section 1.

The Chair, with the advice and consent of the two other officers, shall appoint a Nominating Committee of three at the annual meeting, and charge the Committee to report their findings not less than three months before the next annual meeting.

Section 2.

The Nominating Committee shall prepare a single slate for the following officers:

- Vice-Chair / Chair-Elect
- Secretary-Reporter
- Roundtable representative to the TLA Nominating Committee

Section 3.

The slate will be presented to the membership for election at the annual meeting. Nominations from the floor are permitted provided the nominees have formally signified their consent to serve if elected. In the event of additional nominations from the floor, an election by paper ballot will take place. This election will be limited to those SLS members present at the annual meeting.

Article VI.

Meetings

The Roundtable shall hold an annual meeting in conjunction with the TLA Annual Conference. Additional meetings may be held if warranted or desirable.

Article VII.

Parliamentary Authority

Parliamentary authority for the conduct of the organization and its meetings shall be *Robert's Rules of Order*, newly revised, in the latest edition.

Article VIII.

Amendments

These Bylaws may be amended at the annual meeting by a majority vote of the

members present, provided any proposed amendments have been announced to the membership not less than one month in advance of the date of the annual meeting.