

**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
Amended November 3, 2022**

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. The Conference reserves the right to assess an annual membership fee, as determined by the Executive Board should the needs of the organization warrant such assessment. Any membership fee is to be used for the official business of the Conference. In the absence of membership fees, a registration fee may be required to cover expenses incurred for a given meeting.

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. The Conference reserves the right to assess as annual membership fee, as determined by the Executive Board should the needs of the organization warrant such assessment, but in no case shall the associate membership fee be more than the fee assessed to members. In the absence of membership fees, a registration fee may be required to cover expenses incurred for a given meeting. 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, Vice-Chair, and Secretary-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 Secretary-Treasurer. The incumbent Secretary-Treasurer shall be designated Vice-Chair and the incumbent Vice-Chair 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 duties of the Chair include, but are not restricted to, the following:

- A) Providing leadership to the Executive Board and Conference.
- B) Presiding at all meetings of the Conference including determining the agenda of all meetings and for planning as to time and place of meetings.
- C) Reporting 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.
- D) Representing the Conference and acting as liaison officer with AJCU and other organizations.
- E) Approving the expenditures of monies for the Conference, within the limits of available funds.
- F) Performing other duties as prescribed by the Conference.

Section 5. The duties of the Vice-Chair include, but are not restricted to, the following:

- A) Serving as principal assistant to the Chair, as needed, including presiding at meetings in the absence of the Chair.
- B) Serving as the lead on all Conference projects unless other members of the Conference volunteer for the role.
- C) Coordinating all public relations and information dissemination activities for the Conference and compiling and distributing (via the AJCU Newsletter and other means) information of particular interest to Conference members.
- D) Reviewing the membership list on an annual basis and performing outreach to those institutions which have not participated in Conference meetings in the past two years.

- E) Reviewing the Bylaws on an annual basis and coordinating Bylaws changes in accordance with AJCU regulations.

Section 6. The duties of the Secretary-Treasurer include, but are not restricted to, the following:

- A) Giving or causing to be given proper notice of all meetings of the Conference.
- B) Recording minutes for all meetings of the Conference Executive Board and general membership, preparing and distributing the minutes as appropriate, including copies for the AJCU central office if requested.
- C) Maintaining a list of members in good standing and the rotational list of conference members.
- D) Notifying the director of the next member school of the obligation of forthcoming service as an officer.
- E) Preparing and rendering an annual report to the Chair and members of the Conference. The annual report shall contain a summary of activities and a financial statement.
- F) Maintaining current posting of bylaws, minutes, conference and meeting announcements and agendas on the AJCU website.
- G) Keeping full and accurate account of receipts and disbursements in books belonging to the Conference.

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

Section 8. The list of members in good standing and financial books of the Conference shall be open to inspection upon request by any Conference member.

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.

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.