

**SAN FRANCISCO BAY REGION CHAPTER  
GOVERNING DOCUMENT  
January 21, 2004**

**NAME AND MISSION**

The name of this unit is the San Francisco Bay Region Chapter, Special Libraries Association.

The mission of this Chapter shall be that of the Special Libraries Association.

**MEMBERSHIP**

The membership of the Chapter shall be those members of the Association who reside or work within the geographic boundaries of the Chapter, defined as the following counties of northern and central California (from north to south): Del Norte, Siskiyou, Humboldt, Trinity, Mendocino, Lake, Sonoma, Napa, Solano, Marin, Contra Costa, San Francisco, Alameda, Stanislaus, Toulumme, Mono, Mariposa, Merced, Madera, Fresno, Kings, Tulare, and that portion of San Mateo County north of and including the cities of San Mateo and Foster City. This area includes the cities of Daly City, Colma, Brisbane, South San Francisco, San Bruno, Millbrae, Burlingame, Hillsborough, and Pacifica.

The Association's Board of Directors shall define the classes of members.

Chapter membership falling below 25 members for more than one Association year will be reported to the Chapter Cabinet Chair.

**EXECUTIVE BOARD**

The executive board ("board") with a minimum of four members shall have the authority and responsibility to manage the Chapter's property and to regulate and govern its affairs. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the board.

No member shall serve in the same office for more than two consecutive terms.

Should the office of president become vacant, the president-elect shall assume this position for the remainder of the term. All other board vacancies, including a vacancy in the office of president-elect, occurring

before the conclusion of a departing member's term will be filled by majority vote of the remaining members of the board.

## **OFFICERS**

The president, subject to the executive board, shall have general supervision and control over Chapter affairs.

The president-elect shall have duties as specified by Chapter Recommended Practices and the needs of the Chapter.

The secretary shall keep an approved record of all meetings of the Chapter and board and sign legal documents jointly with the president.

The treasurer shall have custody of the Chapter funds.

The Chapter may elect additional officers as specified by the Chapter Recommended Practices, and the needs of the Chapter.

## **MEETINGS**

The Chapter annual business meeting shall be held prior to the Association annual conference. At least one business meeting shall be held during the term of office of each elected board. Adequate notice of meetings shall be provided to the membership.

## **COMMITTEES**

The board may establish committees, which shall be responsible to the board.

The board may authorize funds for committee expenses.

No Chapter member may serve on any one committee for more than six consecutive years.

## **SUBUNITS**

Subunits may be established and disbanded by the Chapter, according to Chapter Recommended Practices.

## **FUNDS, CONTRACTS AND PROPERTY**

Funds for Chapter expenses shall be derived in part or in whole from the Association as an allotted share of the annual dues paid by Chapter members.

Any agreement, contract, or obligation entered into by the Chapter, including the purchase of property such as office machines, filing cabinets, computer equipment, etc., shall have advance approval of the board. Any agreement, contract or obligation must be in compliance with Association liability limits as prescribed in Chapter Recommended Practices.

### **NOMINATIONS AND ELECTIONS**

A Nominating Committee for each election of members to the board shall be appointed by the board. Nomination of candidates for each office and the election of candidates shall be determined by Chapter Recommended Practices.

### **DISSOLUTION AND MERGER**

The Chapter may petition the Association Board of Directors for dissolution, or for merger with another Chapter, by vote of its membership in accordance with Chapter Recommended Practices.

### **COMMUNICATIONS**

Chapters shall institute suitable mechanisms to facilitate communications with and between its members regarding Chapter activities, affairs, issues, and other matters.

### **CHAPTER REPRESENTATION AND AFFILIATION**

Chapter representatives to joint committees and meetings of other societies having objectives allied to those of the Chapter and of the Association may be appointed by the President.

### **AMENDMENTS**

This governing document may be amended by an affirmative vote of two thirds of the members present at any Chapter meeting. Revisions in, or amendments to, the Chapter governing document shall be reviewed by the Association Bylaws Committee, prior to presentation to the Chapter membership.

Approved by Chapter Cabinet: June 10, 2003

Approved by Board of Directors: January 21, 2004

Effective Date: February 1, 2004