

Constitution & Bylaws

Constitution

Adopted at the 2006 Atlanta Area Bibliographic Instruction Group Annual Meeting, which took place at Emory University on July 28, 2006

ARTICLE I. Name

Section 1. Name of Organization

- a. This organization shall be called the Atlanta Area Bibliographic Instruction Group (BIG).

ARTICLE II. Objectives

Section 1. The objectives of BIG shall be:

- a. To develop an understanding of the role that libraries should play in advancing the educational, cultural, and economic life of the state of Georgia, especially by promoting and facilitating information literacy.
- b. To promote the expansion and improvement of library service.
- c. To stimulate activities toward these ends.

ARTICLE III. Membership

Section 1. Qualifications

- a. There is no official membership list for BIG.
- b. Those who are engaged in library work and any others who are interested in the objectives of BIG are free to join the open listserv. The listserv is in place so members of the Executive Committee can easily contact those subscribers interested in BIG's activities. Interested persons can be added to the list at any time. This list is used to inform subscribers of BIG events, as well as to facilitate discussion related to information literacy and instruction.
- c. There are no dues for BIG, but donations are accepted.

ARTICLE IV. Officers and Executive Committee

Section 1. Officers

- a. Only active members of BIG shall have the right to hold office. The officers of BIG shall be a President, a Vice-President/President-Elect, Secretary, Treasurer and Program Chair.
- b. The Vice President/President-Elect, Secretary, and Program Chair shall be slated according to the Bylaws before each annual meeting of BIG and shall continue in office for one year or until their successors are elected. Elections will be in accordance with the Bylaws.
- c. At the completion of the Vice President/President-Elect's term, at end of the annual meeting, s/he shall assume the role of the President.
- d. The Treasurer shall be slated according to the Bylaws every three years before the annual meeting of BIG and shall continue in office for three years or until his or her successor is selected. Elections will be in accordance with the Bylaws.

Section 2. Executive Committee

- a. The selected officers of BIG are voting members of the Executive Committee.
- b. The immediate past President is a non-voting member of the Executive Committee.

Section 3. Vacancies in Office

- a. The Vice-President/President-Elect shall assume the office of the President should a vacancy occur.
- b. The President with the advice and consent of the Executive Committee shall make appointments to fill vacancies in other elected offices of BIG until the next regularly scheduled election.

ARTICLE V. Meetings

Section 1. Program Meetings

- a. Program meetings of BIG shall be held annually in conjunction with the business meeting.

Section 2. Special Meetings

- a. Special meetings of BIG may be called at other events, such as GLA, by the President with the advice and consent of the Executive Committee upon thirty

days written notice, and only business mentioned in the call shall be transacted at such meetings.

Section 3. Executive Committee Meetings

- a. The Executive Committee meets on call of the President or by a petition of a quorum of the Committee.

ARTICLE VI. Quorum

Section 1. Membership

- a. No quorum is necessary, as no formal membership exists.

Section 2. Executive Committee

- a. Three members of the Executive Committee shall constitute a quorum of the Committee.

ARTICLE VII. Amendments

Section 1. Constitution

- a. This Constitution may be amended by two-thirds vote of those present at any business meeting of BIG, notice of the proposed change having been given at least 30 days in advance of the meeting.

Section 2. Bylaws

- a. Bylaws may be adopted, amended or repealed at any business meeting of BIG by a majority vote.

ARTICLE VIII. Parliamentary Authority

Section 1. Rules

- a. The rules contained in the latest edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, the Bylaws, or special rules of order of BIG.

Bylaws

ARTICLE I. Donations and Fees

Section 1. Donations

- a. Donations are encouraged and appreciated.

Section 2. Fees

- a. The Executive Committee shall determine the need for a registration fee at meetings and shall set the amount of the fee for the same.

ARTICLE II. Nomination and Election of Officers

Section 1. Nominations

- a. The Executive Committee will solicit nominations from colleagues and/or from other professional avenues for possible officer candidates. This Committee shall prepare a slate of candidates for each office for presentation to the membership. Not more than two names may be submitted by the Committee for each office on the slate, specified in Article IV.
- b. The Committee's slate of candidates shall be published on the BIG website, and/or through a direct mailing (paper or electronic) to membership. Nominations from the floor at the business meeting will also be accepted.

Section 2. Election

- a. The President shall present the slate of nominations and oversee the election at the annual business meeting.
- b. No more than two names per office shall be on the ballot; Elections may be conducted by ballot.
- c. Terms of office shall begin at the close of the annual business meeting, which follows the election.
- d. Majority vote of those present at the business meeting shall constitute the election.

ARTICLE III. Duties of Officers and the Executive Committee

Section 1. Officers

- a. The duties of the President shall be such as are implied by his or her title, except as modified by the Bylaws.
- b. The Vice President/President-Elect shall assume the duties of the President in his or her absence.
- c. The Secretary shall take minutes of all business meeting of BIG and all Executive Committee Meetings.
- d. The Treasurer shall handle BIG's funds, keeping itemized records of receipts and expenditures. He or she shall pay accounts due at the end of the business meeting turning over the unexpended balance to the incoming Treasurer.
- e. The Program Chair shall facilitate and coordinate the Program Meeting.

Section 2. Executive Committee

- a. It shall be the duty of the Executive Committee to carry on the business of BIG between business meetings and to perform the special duties as hereinafter specified.

Section 3. Records

- a. All officers shall transmit to the newly elected officers all records and funds at the close of the annual meeting or within thirty days after this meeting.

ARTICLE IV. Expenditures

Section 1. Payment of Bills

- a. The President or one designated member of the Executive Committee shall authorize the payment of all bills by the Treasurer.

Section 2. Auditing Committee

- a. An Auditing Committee shall be appointed regularly by the Executive Committee. All expenditures are to be accounted for in detail and accounts audited within sixty days (60 days) after the annual meeting. Additional audits may be requested by the Executive Committee if the need arises.

Section 3. Bonding

- a. The office of the Treasurer shall be bonded as specified by the Executive Committee.