

**M E M O R A N D U M**



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**TO:** All SLA Chapter Presidents  
**FROM:** Davenport “Dav” Robertson, Chair, Chapter Cabinet  
**DATE:** February 22, 2004  
**RE:** New Governing Document

As a result of the Association Bylaws revision, units are no longer required to have bylaws, but instead are required to have governing documents. The ultimate goal of the Bylaws revision process and the establishment of governing documents is to provide simplification in the administration of SLA units.

Enclosed is your chapter's new governing document, which became effective February 1, 2004. It is your customized version of the Model Chapter Governing Document approved by the Chapter Cabinet in June 2003, reviewed by a Board-authorized Task Force and the Bylaws Committee, and, ultimately, approved by the SLA Board of Directors in January 2004.

This document provides the minimum essential requirements for the governance of all SLA Chapters. Chapters may further revise and customize this document, if so desired, by following the formal amendment process outlined by the Association Bylaws: “Chapters shall adopt governing documents that shall not be in conflict with the Association bylaws. All proposed changes to governing documents shall be reviewed by the Association bylaws committee prior to being submitted for a vote of the chapter membership.”

As noted on the Model Chapter Governing Document posted at <http://www.sla.org/content/resources/leadcenter/leadresour/modchpgov.cfm>, any amendments should have the following notations added:

<p><b>This Governing Document was amended:</b></p> <p>Approved by the Bylaws Committee, Special Libraries Association</p> <p>_____, Chair _____ (Signed) (Date)</p> <p>Approved by the Chapter membership</p> <p>_____, President _____ (Signed) (Date)</p>
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Chapter Nominating Committees should use this document when identifying candidates/slates for office for the 2004/2005 term.

The chair of the bylaws committee is Jeanne Korman. If you have any questions, please contact me at [robert11@niehs.nih.gov](mailto:robert11@niehs.nih.gov) or Chapter Cabinet Chair-Elect Jacquelyn "Jackie" Knuckle at <mailto:knucklej@chh.org>.

Enc.

cc: SLA Bylaws Committee Chair