

# **BUSINESS & FINANCE DIVISION GOVERNING DOCUMENT**

December 7, 2015

## **NAME AND MISSION**

The name of this unit is the Business and Finance Division, Special Libraries Association.

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

The scope of the Division is to serve and represent Librarians and other Information Professionals, including Vendor Partners, whose interests, expertise, and clientele encompass subject areas that include Finance, Business Management and Operations, Accounting, Commerce, Marketing, Advertising, Corporate Law and Policy, and Organization Theory.

## **MEMBERSHIP**

The membership of the Division shall be those members of the Association who elect to affiliate with the Division.

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

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

## **EXECUTIVE BOARD**

The executive board ("board") with a minimum of four members shall have the authority and responsibility to manage the Division'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 chair become vacant, the chair-elect shall assume this position for the remainder of the term. All other board vacancies, including a vacancy in the office of chair-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 chair, subject to the executive board, shall have general supervision and control over Division affairs.

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

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

The treasurer shall have custody of the Division funds.

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

## **MEETINGS**

The Division annual business meeting shall be held during 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 Division member may serve on any one committee for more than six consecutive years.

## **SUBUNITS**

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

## **FUNDS, CONTRACTS AND PROPERTY**

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

Any agreement, contract, or obligation entered into by the Division, 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 Division 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 the Division Recommended Practices.

## **DISSOLUTION AND MERGER**

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

## **COMMUNICATIONS**

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

## **DIVISION REPRESENTATION AND AFFILIATION**

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

## **AMENDMENTS**

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

Approved by Division Cabinet:      Date:

Approved by Board of Directors:      Date:

Effective Date:      Date:

### **This Governing Document was amended:**

Approved by the Bylaws Committee, Special Libraries Association, Roberto Sarmiento, Chair

\_\_\_\_\_ Date:

Approved by the Business and Finance Division membership, Ann Cullen, Chair:

\_\_\_\_\_ Date: