



## **LEGAL DIVISION GOVERNING DOCUMENT**

November 3, 2022

### **NAME, MISSION AND SCOPE**

The name of this unit is the **Legal Community**, Special Libraries Association.

The mission of this Community shall be that of the Special Libraries Association (the "Association").

The scope of the Community is: **The Legal Community serves as a forum for the exchange of information, ideas and knowledge among law and regulatory affairs information professionals. We address concerns unique to those practicing in private law firms, businesses and government libraries.**

### **MEMBERSHIP**

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

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

Community membership falling below 25 members for more than one Association year will be reported to the Community Liaison Officer.

### **EXECUTIVE BOARD**

The Executive Board ("Board") with a minimum of three members shall have the authority and responsibility to manage the Community'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 the duties specified by the SLA Community Guidelines, which include the general supervision and control of Community affairs.

The President-Elect shall have the duties specified by the SLA Community Guidelines and the needs of the Community.

The Secretary shall keep an approved record of all meetings of the Community and other duties as specified by the SLA Community Guidelines.

The Community may establish other Community roles to meet the needs of the Community and as set out in the SLA Community Guidelines.

All officers will read and sign the SLA Leadership Code of Responsibility each year. They are required to familiarize themselves with the SLA Anti-Harassment Policy, the SLA Connect Code of Conduct, and the SLA Virtual Event Code of Conduct.

## **MEETINGS**

The Community Annual Meeting shall be held during, before or after the Association Annual Conference, depending on the Conference format. 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 Community member may serve on any one committee for more than six consecutive years.

## **SECTIONS**

Should the Community wish to add a Section, Community leaders should first reach out to their Community liaison officer and perform due diligence to ensure that the proposed new Section does not overlap with any other Community or Section. The Community will create a document with the description and purpose of the new Section, including any changes to the current Community officers, structure or practices, and submit it to the Association Board for approval.

## **FUNDS AND CONTRACTS**

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

Any agreement, contract or obligation entered into by the Community shall have advance approval of the Board. Any agreement, contract or obligation must be in compliance with Association liability limits as prescribed in Community Recommended Practices.

The President or her/his designate will prepare a budget for the next fiscal year and submit it to SLA headquarters no later than October 31 using the association's Revenue and Expense Report.

All monthly expenses/requests for reimbursement should be submitted to SLA using the [Online Expense Request Form](#). Details of any new initiatives should be sent to the New Initiatives Review Advisory Council using the [SLA Community New Initiatives Form](#).

## ANNUAL REPORT

The President will prepare and submit an Annual Report by December 15 of the current year. Failure to submit an Annual Report may be grounds for dissolving a community.

## AWARDS

The Community may make awards to Community members at its discretion. These awards may include but are not limited to Outstanding Legal Information Professional and Vendor Champion.

## NOMINATIONS AND ELECTIONS

The Board shall appoint a nominations officer for each election of members to the Board. Nomination of candidates for each office and the election of candidates shall be determined by the SLA Community Guidelines. Elections should be held even when a candidate will be acclaimed.

The election should be held by October 15. The names of elected officers must be submitted to SLA by October 21 using the Elected Community Officer Form.

## MERGER AND DISSOLUTION

Should the Community experience regular or sustained problems filling key Community roles it might consider either a merger with another Community or dissolution. Follow the protocols set out in the SLA Community Guidelines.

If a merger is not possible or desirable, the Community may be dissolved by a simple majority vote. Voting may be initiated either by Community members or leaders or by the Community liaison officer, and should take place after outreach to Community members to ensure that dissolution is the only viable option. Official dissolution will require approval by the SLA Board of Directors.

## COMMUNICATIONS

The Community will maintain suitable mechanisms to facilitate communications with and between its members regarding Community activities, affairs, issues, and other matters.

## AMENDMENTS

This governing document may be amended by an affirmative vote of two thirds of the votes by Community members when amendments are put to the vote. Revisions in, or amendments to, the Community governing document, should be reviewed by the SLA's Governance and Strategy Committee prior to presentation to the Community membership.

Approved by SLA Governance and Strategy Committee: October 2022  
Approved by SLA Legal Community Board of Directors: November 3, 2022  
Effective date: November 3, 2022

  
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Community Chair

*9 November 2022*  
\_\_\_\_\_  
Date

## APPENDIX: SLA COMMUNITY GUIDELINES CALENDAR

DEADLINE	ACTION
Ongoing	Submit expense requests for funding for Community events and reimbursements using the <u>Online Expense Request Form</u> .
Ongoing	Submit details of any <b>new</b> initiatives to the New Initiatives Review Advisory Council for review and approval using the SLA Community <u>New Initiatives Form</u> .
January 31	Completed <u>Leadership Code of Responsibility</u> due to SLA headquarters from ALL elected officials.
June 15	Post notices to Legal Community about conference registration grants (where applicable).
TBD	Requests for Board action at Annual Conference meeting due. Send agenda items for Community Forum to Community liaison with copy to SLA HQ.
May	Community Liaison meetings and Board meeting (Annual Conference). Annual Conference planning meeting for presidents /incoming program chairs and final meeting for presidents.
August 31	Identify which board/advisory board terms wind up at the end of the year. Identify potential candidates for these roles and post notices to the Legal Community asking for volunteers.
October 15	Community leadership elections completed. Election reports for those eligible to hold office and vote.
October 21	Results of Community elections reported to HQ through the Elected Officer Form and posted to SLA Leadership list.
October 31	Create and submit Revenue and Expense Report for the following calendar year to SLA headquarters using the Review and Expense Template.
December 1	<u>Appointed Community Officer Form</u> due to SLA headquarters
December 15	<u>Annual Report</u> of Community activities submitted by Community president to SLA headquarters using the Annual Report form.