



Constitution and Bylaws

ARTICLE I: NAME

The name of the organization shall be the Music Library Association, Southern California Chapter, also known as MLA/SCC.

ARTICLE II: PURPOSES

- A. The purposes of this Chapter shall be:
 - 1. To promote the purposes of the national Music Library Association, i.e. to promote the establishment, growth, and use of music libraries; to encourage the collection of music and musical literature in libraries; to further studies in musical bibliography; to increase efficiency in music library service and administration; and to promote the profession of music librarianship.
 - 2. To encourage and facilitate the exchange of ideas and to stimulate professional activities among all persons in the region (Southern California and Hawaii) interested in music libraries and collections.
 - 3. To initiate and encourage programs and publications which support the purposes of the Chapter as stated above.
- B. The Chapter is a non-stock, non-profit association, organized and operated exclusively for said purposes. No part of the net earnings of the Chapter shall inure to the benefit of any individual. No officer, member, or delegate of a member shall, as such, receive compensation except that reasonable compensation may be paid for services of employees of the Chapter.

ARTICLE III: MEMBERSHIP

- A. Eligibility. Membership in this Chapter shall be open to all persons and institutions interested in the purposes of this Chapter.
- B. Membership categories:
 - 1. Regular: Available to persons actively engaged in library work, or who have a serious interest in the stated purposes of the Chapter.
 - 2. Student: Available to persons attending school full or part-time who have a serious interest in the stated purposes of the Chapter.
 - 3. Retired: Available to retired persons who have a serious interest in the stated purposes of the Chapter.
 - 4. Institutional: Available to businesses, associations, or institutions who have a serious interest in the stated purposes of the Chapter.

5. Supporting: Available to persons outside of the Southern California and Hawaii region who have a serious interest in the stated purposes of the Chapter.
6. Sustaining: Available to persons who have a serious interest in the stated purposes of the Chapter and are interested in providing a higher level of financial support. Regular, Student, Institutional and Supporting members may contribute at these levels:
 - Sostenuto
 - Ottava Sopra
 - Con Forza

C. Dues:

1. The amount of the annual dues for each of the membership categories shall be determined by the Executive Board subject to the approval of a two-thirds majority of the Chapter's voting members.
2. All membership dues shall be paid to the Secretary/Treasurer. Receipts will be given upon request.
3. The membership year shall be from July 1 to June 30.
4. To secure membership privileges, members must have paid their dues for the current membership year.
5. If members' dues remain unpaid for one year, they will be contacted in writing and informed that their membership privileges have ceased; to regain privileges their dues must be paid.

D. Privileges:

1. Voting: Regular, Retired and Sustaining members shall be entitled to vote.
2. Publications: Members in all categories shall be entitled to receive Chapter publications under conditions provided for their distribution.
3. Other: Other privileges may be designated by the Executive Board.

ARTICLE IV: OFFICERS

- A. The elected officers of the Chapter shall consist of a Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary/Treasurer, and two Members-at-Large.
- B. Nominating procedures:
 1. Nominating Committee: The Chair shall appoint a Nominating Committee comprising no fewer than three members, only one of whom may be a member of the Executive Board. The Chair shall designate one member to serve as Nominating Committee Chair. The Committee shall submit a slate of qualified candidates for office to the Executive Board no less than one week before the ballot distribution deadline established in Article IV.C.2. Members of this committee may not serve for consecutive terms.
 2. Eligibility for office: Candidates for office must be Regular, Retired or Sustaining members of the Chapter. In addition, candidates for Vice-Chair/Chair-Elect must be Regular, Paraprofessional, Life, or individual Sustaining members of the Music Library Association.

C. Election procedures:

1. Officers shall be elected by a plurality of the ballots cast by May 31, by members eligible to vote.
2. Ballots shall be distributed no later than May 1, and shall be returned by the voting members no later than the date specified on the ballot.
3. A majority vote of the Executive Board shall break a tie.

D. Terms of Office:

1. Vice-Chair/Chair-Elect: The term of office for the Vice-Chair/Chair-Elect shall be one year as Vice-Chair, two years as Chair, and one year as Past-Chair. An incumbent may not serve successive terms.
2. Other officers: The terms of office of the Secretary/Treasurer and each of the two Members-at-Large shall be two years. Incumbents may succeed themselves.
3. No elected officer shall serve on the Executive Board for more than six consecutive years.
4. The elected officers shall serve on a membership year basis. Newly elected officers shall be invited to attend the final Executive Board meeting of the membership year as guests.

E. Duties of the Officers:

1. The Chair shall act as chief executive officer of the Chapter, shall preside at all meetings, appoint committees, call meetings of the Chapter or the Executive Board as required, and perform the duties customary to this office. The Chair shall file a report annually with appropriate officer of the national Association outlining the Chapter activities and listing the officers of the Chapter. The Chair may serve as an ex officio member of all committees except the Nominating Committee.
2. The Vice-Chair/Chair-Elect or the Past Chair shall act as chief executive officer in the event of the Chair's inability to serve.
3. The Secretary/Treasurer shall record the minutes of the business meetings and the Executive Board meetings, preserve all official records and reports of the Chapter, maintain accurate records of income and expenditures, conduct correspondence relating to finances and other correspondence as directed by the Chair, collect dues, write checks for authorized expenditures, and prepare financial reports for the annual business meetings.
4. The Members-at-Large shall be assigned responsibility by the Chapter Chair as needed to further the stated purposes of the Chapter.

F. Vacancies: Vacancies shall be filled as follows:

1. In the event of a vacancy in the office of Chair, the Vice-Chair/Chair-Elect shall serve as Chair.
2. In the event of a vacancy in the office of Vice-Chair/Chair-Elect, the Secretary/Treasurer shall additionally serve as Vice-Chair until a special election can be called no later than one month from the date of the vacancy unless it occurs within sixty days prior to the next scheduled election.
3. In the event of a vacancy in the offices of Secretary/Treasurer or Members-at-Large, the Chair shall appoint someone to the office for the remainder of the term, or until the time of the next election, whichever comes first.

4. In the event of vacancies in two or more of the offices, the Executive Board shall call a special election to fill the vacancies no later than one month from the date of the vacancies unless they occur within sixty days prior to the next scheduled election.
5. Non-attendance at three consecutive Board meetings will constitute a vacancy.

ARTICLE V: EXECUTIVE BOARD

- A. The Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary/Treasurer, and Members-at-Large shall constitute the Executive Board.
- B. Duties: The Executive Board shall act in the name of the Chapter between the regular business meetings of the Chapter, authorize necessary disbursements by the Secretary/Treasurer or by the Chair, represent the Chapter at meetings of the national Music Library Association and other organizations or societies, perform other duties specified in the Constitution and Bylaws.
- C. Meetings: The Executive Board shall meet at least twice annually. A majority of the Executive Board members shall constitute a quorum. The Chair may call special meetings of the Executive Board with at least two weeks notification.
- D. Decisions: Decisions shall be made by a majority of the members of the Executive Board.

ARTICLE VI: COMMITTEES

- A. The standing committees shall be the Membership, Publications, Nominating, Oral History and Program Committees. The Chapter Chair shall appoint chairs of all committees. The Chapter Chair shall also appoint members of all committees. Committee chairs shall be prepared to submit reports at Executive Board and Chapter meetings.
 1. The Membership Committee shall work to attract new members to the Chapter, to retain current members, and to encourage membership in the national Music Library Association. The Membership Committee also has responsibility for creating the annual Membership Directory.
 2. The Publications Committee shall recommend publication projects to the Executive Board, shall edit and publish publications, and shall be responsible for the Chapter's newsletter.
 3. The Nominating Committee (**see Article IV.B.1.**)
 4. The Oral History Committee shall collect and store videotaped interviews with music librarians and those who have helped in the development and growth of the Chapter's mission. The committee will research, contact candidates and conduct interviews, as well as identify meaningful uses of the interviews as segments, clips and quotes to promote the work of the chapter and our goals.
 5. The Program Committee shall prepare the programs for the Chapter meetings and conduct all business associated with the meetings. The term of office for this committee expires at the close of business associated with each Chapter meeting.
- B. Committee membership shall be open to all members of the Chapter. With the exception of the Program Committee as noted above, the term of office of all committee members shall expire at the end of each membership year. Committee members and chairs may be reappointed except when otherwise specified.
- C. Additional committees may be appointed by the Chair as deemed necessary to carry on the work of the Chapter.

ARTICLE VII: MEETINGS

- A. A minimum of one Chapter meeting shall be held each year. The time and place will be determined by the Executive Board in consultation with the Program Committee.
- B. There shall be a business meeting each year, normally during a Chapter meeting.
- C. Special meetings may be called at the discretion of the Executive Board.
- D. Notice of Chapter meetings shall be mailed to all members by the Secretary/Treasurer or an agent designated by the Executive Board no less than one month in advance of the meeting.
- E. The Executive Board shall be empowered to represent the Chapter at meetings of organizations in related fields and at its discretion to call a general meeting of the Chapter for the purpose of joint meetings with such organizations.
- F. No business shall be transacted at the business meeting without a quorum of twenty percent of the members present.

ARTICLE VIII: CHAPTER COMMUNICATIONS

- A. The Chapter will issue a newsletter to notify members of news and business relating to Chapter activities and interests, forthcoming meetings, and to expedite Chapter elections.
 - 1. A Newsletter Editor will be appointed by the Chapter Chair; the term of office of the Editor shall be two years; incumbents may succeed themselves A Co-Editor will be appointed by the Chapter Chair as needed.
 - 2. The newsletter will be issued at least two times annually.
- B. The Chapter will maintain a Web presence to inform members and other interested individuals of news and business relating to Chapter activities and interests, forthcoming meetings, and any other items that the Chapter (or Executive Board) deems necessary.
 - 1. A Web Editor will be appointed by the Chapter Chair as needed. The term of the office of the Editor shall be two years; incumbents may succeed themselves.
 - 2. The Web Editor shall keep the site current and accurate.
 - 3. The Web Editor may hold additional office within the Chapter.

- C. The Chapter will maintain a listserv to facilitate communication among Chapter members.
 - 1. A List Owner will be appointed by the Chapter Chair as needed, in consultation with the organization hosting the list. The term of the List Owner will be two years; incumbents may succeed themselves.
 - 2. The List Owner may hold additional office within the Chapter.

ARTICLE IX: AMENDMENTS

- A. Amendments to the Bylaws may be proposed by the Executive Board or by any five members of the Chapter. Proposals originating with groups of members shall be presented in writing to the Executive Board at least one month before the proposal is presented to the membership.
- B. Amendments to the Bylaws may be made by a two-thirds vote of the membership provided that at least one-half of the eligible Chapter members cast a vote. Members must be given at least two weeks written notice of the proposed amendments.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and any special rules of order the Chapter may adopt.

ARTICLE XI: DISSOLUTION

Should future exigencies make the dissolution of the Chapter necessary, the properties of the Chapter shall be disposed of by a gift to the national Music Library Association.

November 1977; rev. June 1978
2nd revision, October 1988
3rd revision, May 1994
4th revision, October 2000
5th revision, July 2001
6th revision, December 2003
7th revision, January 2006
8th revision, December 2010