



Robert E. Kennedy Library, California Polytechnic State University, San Luis Obispo, CA 93407 • (805) 756-2345

Bylaws

Preamble

We, the students, establish these bylaws to provide written rules and guidelines for the Student Library Advisory Council to follow now and for years to come.

Article I: Committees

Section A Purpose

The purpose of a committee is for a selected group of students to focus on one particular issue in order for SLAC to take on many projects at the same time if it so desires.

Section B Creation/Adjournment

Committees may be created through need seen by the Advisor(s), Chair, or by a simple majority vote of the SLAC members present at a given meeting. Once the task of a committee has been completed, a majority vote of the SLAC members present at a given meeting must officially adjourn the committee.

Section C Appointments

The number of members on any created committee will be determined by the Advisor(s) and the Chair in accordance with the SLAC Constitution and Bylaws. The Chair will appoint the specific SLAC members onto the committees and appoint a chairperson of the committee.

Section D Duties

The chairperson is head of the committee and is responsible for appointing committee members for specific duties.

The SLAC Chair shall serve as ex-officio member of all committees in accordance with parliamentary procedure and the SLAC Constitution and Bylaws.

Article II: Funds

Section A Fundraising

- If necessary, SLAC may authorize fundraisers to raise monies for SLAC usage.

- Raised funds shall be monitored by the SLAC Secretary and Advisor(s).
- Funds should be used for either the benefit of SLAC or the benefit of the Robert E. Kennedy Library.

Article III: Activities

Section A Surveys

- During Fall Quarter, SLAC will create a library survey to assess the needs of the campus community in regards to the Robert E. Kennedy Library.
- SLAC may also create other surveys throughout the school year.
- Survey data should be a main factor in guiding SLAC goals and activities.

Section B Council Activities

- During the school year, SLAC will have each librarian and department head provide updates on activities for SLAC edification and to give SLAC the opportunity to provide feedback on projects.
- SLAC will take tours around the Kennedy Library and other campus libraries as necessary.
- During the year, SLAC will host or co-host an outreach activity, the specific details of which shall be determined on year-to-year basis.
- SLAC may invite the ASI President to discuss current events on campus and to participate in a SLAC meeting.
- SLAC as a whole or members of SLAC may visit other University Libraries at the discretion of SLAC or the Advisor(s).

Section C Newsletter

- At least once a year, SLAC will create a newsletter. This newsletter should include a summary of SLAC activities.
- The newsletter shall be posted to the web, the SLAC Facebook page, and in print around the library.

Section D Mustang Daily Article

- SLAC will try to have an article in the Mustang Daily about the library at least once per quarter.

Article IV: Purpose and Standing Rules

Section A Purpose

The purpose of the Student Library Advisory Council is:

- To provide a forum for student opinion and provide a direct channel to the library administration.
- To teach and foster democracy and democratic procedures.
- To provide training and experience in citizenship and leadership.
- To develop a positive attitude towards law, order, and authority.
- To promote good human relations in the local/school community.

- To help improve and expand library services to students and staff.
- To promote student/faculty/community relations.
- To conduct special library activities.
- To support and/or sponsor relevant projects for the school and community.

Section B Term Limits

The maximum number of years a student may serve on SLAC shall be two school years.

Section C Meetings

Meetings of SLAC shall be held once a week during the regular quarter unless cancelled by the Chair or Advisor(s). Meetings shall also not take place during finals week of every quarter.

Section D Procedure

Parliamentary procedure is encouraged to be followed at all SLAC meetings. The extent to which parliamentary procedure will be followed will be determined by the Chair. Any implemented parliamentary procedures shall follow Robert's Rules of Order Newly Revised 10th Edition.

Section E Quorum

A quorum shall be 50% plus one of the total membership of SLAC. A quorum must be present for the ratification or repeal of all general business.

Article V: Appointment Procedures

Section A Applications

- Applications for SLAC membership shall be available online during the last two full weeks of March and the first two full weeks of April.
- Desired application information will be determined by the Advisor(s) on a year-to-year basis.

Section B Appointment

- After the application deadline has passed, the Advisor(s) will review the received applications.
- Applicant interviews and/or feedback from the SLAC Executive Committee may be used by the Advisor(s) in the review process.
- Appointments to SLAC should be made by the Advisor(s) as soon as possible; however, they shall be made no later than the first week of May.
- Once appointed to SLAC, members need not reapply if serving consecutive years.

Article VI: Removal from the Council

Section A Staff Removal

- If any member of SLAC enters academic probation they may be removed from their office upon agreement from the Advisor(s) and Chair, unless the Chair is in question, then only at the discretion of the Advisor(s).
- If, after Fall Quarter, any member of SLAC has shown severe irresponsibility or has not performed their constitutional duties, after being officially warned in writing or e-mail, they may be removed from their office upon agreement from the Advisor(s) and Chair, unless the Chair is in question, then only at the discretion of the Advisor(s).
- If any member of SLAC has less than a 70% attendance record at SLAC meetings each quarter, they may be immediately removed from SLAC at the discretion of the Advisor(s) and Chair, unless the Chair is in question, then only at the discretion of the Advisor(s).
- If any member of SLAC has a less than 70% attendance record at SLAC sponsored activities without prior approval by the Advisor(s), they may be removed from SLAC at the discretion of the Advisor(s) and Chair, unless the Chair is in question, then only at the discretion of the Advisor(s).

Section B Removal by Forfeit

If a member of SLAC is unable to schedule their classes around the SLAC meeting time for the quarter, they may receive permission to maintain active affiliation at the discretion of the Advisor(s). Should a member of SLAC be unable to schedule their classes around the SLAC meeting time for the quarter for two consecutive quarters (summer excluded), they shall forfeit their position on SLAC. They may, however, re-apply for membership during the next normal application period.

Section C Resignation and Voluntary Suspension

- Should a member of SLAC decide that they are unable to fulfill their commitments of SLAC or otherwise do not wish to be a member of SLAC, they may resign from that position. Resignations should be submitted to the SLAC advisor(s) in written or e-mail form.
- Should the member of SLAC request only a temporary suspension of their membership, they must submit the request in letter form with a reason and with an intent to return in a stated amount of time. The letter shall be read during the next regularly scheduled SLAC meeting and requires two-thirds (2/3) of the members voting in the affirmative to approve the request.

Article VII: Violations

Section A Members

- The SLAC Constitution and the SLAC Bylaws exist for the purpose to be followed. No member should break the SLAC Constitution or Bylaws at any time.
- Members who break the SLAC Constitution and/or the SLAC Bylaws may be required to meet with the SLAC Advisor(s).

- Should a member continue to break the SLAC Constitution and/or the SLAC Bylaws, the member may be removed from SLAC at the discretion of the SLAC Advisor(s).

Section B **Advisor(s)**

The SLAC Constitution and the SLAC Bylaws should be followed at all times by the SLAC Advisor(s) and other staff members who may be affected by the SLAC Constitution and/or the SLAC Bylaws. However, if unforeseen circumstances should appear that will cause a major disruption in student/library/SLAC activities, the SLAC Advisor(s) may temporarily suspend sections of the SLAC Constitution and/or the SLAC Bylaws. This action should be done under only the most critical of situations. Members of SLAC must be notified if the SLAC Constitution and/or SLAC Bylaws will be temporarily suspended.

Article VIII: Amendments

Section A **Amendment Proposal/Action**

In order for an amendment to the SLAC Bylaws to be considered, it must be submitted to the Chair in writing or via email twenty-four hours prior to a regularly scheduled meeting. The proposed amendment may, at the discretion of the Chair, be read, discussed, and voted upon during either the current meeting or the next regularly scheduled meeting.

Article IX: Enactment

Section A **Enactment**

These bylaws shall be permanently enacted after a two-thirds (2/3) vote in the affirmative by the 2011-2012 Student Library Advisory Council and approval by appropriate library and university administration.