

Last updated March 2015

Article I.

CHAPTER

The Law Librarians of Puget Sound (LLOPS) is a Washington nonprofit corporation. It is a chapter of the American Association of Law Libraries (AALL).

Article II.

OBJECT

LLOPS shall exist to promote and enhance the value of law libraries to the legal community and the public. LLOPS shall foster the profession of law librarianship and a spirit of cooperation among the members of the profession, particularly those in the Puget Sound region.

Article III.

MEMBERSHIP

- A. Eligibility. Any person who is interested in law librarianship may become a member of LLOPS.
- B. Privileges and Responsibilities. All membership categories shall have the same privileges and responsibilities including any privileges granted by these Bylaws or by the Executive Board.
- C. Membership Categories:
 - 1. Individual—persons eligible for this category must be individuals directly associated with the operation of a law library. Membership rights for this category belong to the individual.
 - 2. Associate—persons eligible for this category may be vendors, non-law librarians and any person interested in law librarianship as a career. Membership rights for this category belong to the individual associate.
 - 3. Student—persons eligible for this category must be currently enrolled at a college or university. Membership rights for this category belong to the individual student.
 - 4. Retired—persons eligible for this category must be retired law librarians or retired law library employees. Membership rights for this category belong to the individual retiree.
 - 5. Lifetime/Honorary—persons eligible for this category must be so designated by the Executive Board.
- D. Dues. Dues shall be set by the Executive Board and subject to ratification by a majority vote of those members voting at the LLOPS annual meeting or by mail or by electronic voting. If passed, the dues increase shall become effective 30 days after the voting period ends, unless otherwise specified. All members shall be responsible for paying dues. Dues may be waived or reduced in special circumstances at the discretion of the Executive Board. Except as provided in this section, a member who fails to pay annual dues shall lose all membership privileges and shall cease to be a member of LLOPS until such time as the delinquent dues are paid in full.

Article IV.

MEETINGS OF MEMBERS

- A. Regular Meetings. There shall be at least two (2) regular business meetings of LLOPS each year at such time and place as the Executive Board shall designate.
- B. Annual Meeting. There shall be an annual meeting held on or before June 30th, which the Executive Board may designate as a regular business meeting.
- C. Meeting Notices. The Program Committee shall, by personal delivery, mail, or electronic mail, give notice of all business meetings to each member at least ten (10) days before a meeting, unless otherwise provided for by these Bylaws.
- D. Special Meetings. Special meetings of LLOPS shall be called by the President upon request of the Executive Board or upon receiving a written petition endorsed by at least fifteen percent (15%) of the members of LLOPS.
- E. Quorum. Ten percent (10%) of members qualified to vote shall constitute a quorum at any properly noticed meeting.
- F. Voting. The affairs of the chapter shall be conducted by a majority vote of the members at a duly noticed meeting at which a quorum is present, unless otherwise provided in these Bylaws.

Article V.

OFFICERS

- A. Officers. The officers of LLOPS are: President, Vice President/President-Elect, Secretary, and Treasurer. All LLOPS officers shall be members in good standing of LLOPS. The President and Vice President/President-Elect shall be members in good standing of AALL. No member may hold more than one (1) office at a time.
- B. Terms of Office and Duties.
 - 1. President. The Vice President/President-Elect shall become President at the close of the annual meeting one (1) year following his or her election and shall serve a term of one (1) year except as otherwise provided by these Bylaws. The President shall be the chief executive officer of LLOPS and shall generally supervise the business of LLOPS.
 - 2. Vice President/President-Elect. The Vice President/President-Elect shall assume office at the close of the annual meeting following his or her election and shall serve a term of (1) year except as otherwise provided for by these Bylaws. In the absence of the President, the Vice President shall perform the duties of President. The Vice President shall also perform duties assigned to the Vice President by the President.
 - 3. Secretary and Treasurer. The Secretary and the Treasurer shall each assume office at the close of the annual meeting following their respective elections and shall each serve a term of two (2) years except as otherwise provided in these Bylaws. Elections for the office of Secretary and the office of Treasurer shall be held in alternate years. The Secretary shall keep the minutes of Board meetings and business meetings. The Treasurer shall have charge and custody of the accounting books and records of LLOPS. These officers shall submit their reports to the Executive Board and for publication in the LLOPS newsletter.
 - 4. The officers shall perform other duties assigned to them by the Executive Board and by these Bylaws.
- C. Compensation. No officer shall receive compensation from LLOPS for services rendered on behalf of LLOPS as an officer.

Article VI.

EXECUTIVE BOARD

- A. Members. The Executive Board shall be composed of five (5) members: the current officers of LLOPS and the immediate Past President.
- B. Terms of Office.
 - 1. LLOPS Officers. Those members who are LLOPS officers shall serve a term on the Executive Board corresponding to their terms of office.
 - 2. Immediate Past President. The immediate Past President shall serve a term of one (1) year on the Executive Board beginning at the end of his or her term as President.
 - 3. No Successor. In the event that a successor has not been elected or qualified at the end of a term of office specified above, the incumbent shall continue to serve until properly succeeded.
- C. Duties. The Executive Board shall have general supervision of the affairs of LLOPS between its meetings, fix the time and place of business meetings, ensure the preparation and filing of the annual report required by law with the Secretary of State for the State of Washington, make recommendations to LLOPS, and perform other duties as specified by these Bylaws.
- D. Powers. The Executive Board shall have the power, on behalf of LLOPS, or any of its committees or special interest groups, to incur indebtedness, solicit funding, make public statements, issue public writings, and establish and maintain relations with other organizations.
- E. Quorum and Voting. Three (3) members of the Executive Board shall constitute a quorum. Resolutions of the Executive Board shall be supported by the vote of at least three (3) of its members.
- F. Meetings. Meetings of the Executive Board shall be called by the President at such time and place as s/he shall designate. However, there shall be at least two (2) meetings of the Executive Board called and convened between annual meetings of LLOPS. Special meetings of the Executive Board may be called upon request of four (4) members of the Board. The Executive Board may conduct business and vote by any means authorized by Washington State statute.
- G. Compensation. No member of the Executive Board shall receive compensation from LLOPS for services rendered on behalf of LLOPS as a Board member.
- H. Removal. At a meeting of the membership called expressly for that purpose, one or more members of the Board, including the entire Board, may be removed with or without cause by the affirmative vote of at least sixty percent (60%) of the members.

Article VII.

COMMITTEES

A. Committees.

- 1. Standing Committees. The Executive Board may create one or more committees, which carry out such functions as the Board may specify and as permitted by law.
- 2. Special Committees. Special committees shall be appointed by the Executive Board for a stated period to accomplish a specific purpose. At the end of that period, the continuation of each special committee shall be determined by the Executive Board.
- 3. Special Interest Groups (SIGs) may be established to explore topics of interest to the membership.

B. Duties. Each committee and SIG shall submit to the Executive Board + and to the liaison officer designated by the Executive Board a written annual report of its activities which shall contain any recommendations considered necessary or advisable. Additional reports may be submitted at the option of the committee or as requested by the Executive Board or President. Summaries of all reports shall be published in the LLOPS newsletter.

Article VIII.

BOOKS AND RECORDS

LLOPS shall:

- A. Keep as permanent records, minutes of all Executive Board meetings and business meetings of its members, a record of all actions taken by the Board without a meeting, and a record of all actions taken by a committee of the Board exercising the authority of the Board on behalf of the chapter;
- B. Maintain appropriate accounting records;
- C. Maintain a record of the names and mailing addresses of the members;
- D. Keep a copy of the following records (to be maintained by the current President):
 1. The Articles of Incorporation and all amendments thereto as currently in effect;
 2. The Bylaws and all amendments thereto as currently in effect,
 3. The minutes of all Executive Board and business meetings of the membership and records of all action taken by the Board without a meeting;
 4. A list of the names and mailing addresses of the current Officers, Executive Board members, and committee chairs; and
 5. All annual reports delivered to the Secretary of State for the State of Washington.

Article IX.

PARLIAMENTARY AUTHORITY

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

Article X.

NOMINATIONS AND ELECTIONS

- A. General Elections.
 1. Nominations Committee. The President shall appoint a Nominations Committee, consisting of three (3) members of LLOPS. The membership of the Nominations Committee shall represent at least two (2) types of law libraries. No LLOPS officer may serve on the committee. Members of the committee may not be candidates for office during their committee tenure. At least one (1) member of the committee should serve two (2) consecutive terms.
 2. Nominations by the Nominations Committee. The Nominations Committee shall submit to the Executive Board, a list of candidates for each of the offices of Vice President/President-Elect, Secretary and Treasurer at least 90 days prior to the annual

meeting. The committee shall nominate at least one (1) candidate for each open position. When evaluating the qualifications of a potential candidate, the committee shall consider such factors as the individual's job experience, type of library, geographical location, and service to LLOPS.

3. Nominations by Petition. Additional nominations may be made by any member in good standing of LLOPS by submitting in writing such nomination to the Chair of the Nominations Committee, endorsed by the signature of at least five percent (5%) of LLOPS' members in good standing, at least seventy-five (75) days prior to the annual meeting.
4. Ballots.
 - i. The election of officers will be conducted every year by mail or electronic ballot.
 - ii. In the event paper ballots are used, ballots including the names of all persons nominated by the Nominations Committee and/or by petition shall be mailed to the membership at least sixty (60) days prior to the annual meeting. Election ballots must be received by the Nominations Committee thirty (30) days before the annual meeting.
 - iii. In the event electronic ballots are used, the details of conducting the election shall first be approved by the Executive Board. The Executive Board shall ensure that an election conducted by electronic balloting is fundamentally fair and preserves the right of secret ballot. Electronic ballots will be made available to the membership at least sixty (60) days prior to the annual meeting. Electronic voting will be closed thirty (30) days before the annual meeting.
 - iv. The Nominations Committee shall then tabulate the results and report the names of the new officers to the Executive Board and then to the membership. A positive vote from a simple majority of those members who participate in the vote shall be required to elect a new officer.
 - v. In the event of a tie vote, the successful candidate shall be determined by lot conducted by the Nominations Committee.
 - vi. Following the reporting of the election results, the committee shall destroy the ballots.

B. Vacancies.

1. President. In the event that a vacancy occurs in the office of the President, the Vice President/President-Elect shall automatically assume the office of the President for the remainder of the term plus one (1) year.
2. Vice President/President-Elect. In the event that a vacancy occurs in the office of the Vice President/President-Elect, the President shall appoint an acting Vice President/President-Elect, who will complete the term and may be considered for the office of President in the next election.
3. Secretary and Treasurer. In the event that a vacancy occurs in the office of the Secretary or in the office of the Treasurer, the President shall appoint a member to fill the vacancy for the remainder of the term.
4. Special Appointments. In the event that the President is unable to fill a vacancy, the Executive Board shall appoint a member to fill the vacancy for the remainder of the term.

Article XI.

AMENDMENTS TO BYLAWS

- A. Amendments to these Bylaws must be proposed by the Executive Board or by petition signed by no fewer than twenty percent (20%) of the members of LLOPS. The proposed amendments shall be reviewed by the Articles of Incorporation and Bylaws Committee and then sent to the Executive Board for discussion. Upon approval by the Executive Board, a copy of the proposed amendments will be submitted to the Bylaws Committee of the American Association of Law Libraries for review. Notice setting forth the purpose and the wording of the proposed amendments shall be sent by mail or electronic mail by the Secretary to all members no later than thirty (30) days prior to a regularly scheduled meeting.
- B. At such meeting, a proposed Bylaws amendment shall be subject to amendment or substitution, provided that the amendment is consistent with the original proposed bylaw amendment.
- C. Ballots shall be mailed by the Secretary to the members or posted to electronic voting shortly following the meeting at which the amendments were discussed. The Executive Board shall specify the time for closing the balloting, but in no case shall it be less than fifteen (15) days after the mailing of the ballots or the posting of the ballots electronically. A positive vote from two-thirds of those members who participate in the vote shall be required for passage. The amendments shall become effective 30 days following passage, unless otherwise specified. Following the reporting of the results, the Executive Board shall destroy the paper or electronic ballots.
- D. Upon adoption by the membership of LLOPS, a copy of the revised Bylaws shall be submitted by the President to the Bylaws Committee of the American Association of Law Libraries.
- E. No revision of the Bylaws shall be inconsistent with the governing documents of the American Association of Law Libraries.

Article XII.

ANTI-DISCRIMINATION

Neither membership nor full participation in the activities of this Chapter shall be denied or abridged to any person on basis of race, color, religion, gender, age, national origin, sexual orientation or disability on account of race, color, religion, gender, age, national origin, disability, sexual orientation, or gender identity.

Article XIII.

FISCAL YEAR

The fiscal year of LLOPS shall begin on July 1 and end June 30.