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Constitution of Syracuse University Library Associates, As Approved October 25, 1974

Syracuse University Library Associates

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Aaron Burr

From the original portrait by Vanderlyn now in the possession of the New-York Historical Society.

THE COURIER

Constitution
of
Syracuse University Library Associates
(as approved October 25, 1974)

Article I – Name and Purpose

Section 1. This Association shall be known as the Syracuse University Library Associates.

Section 2. This Association is a voluntary, non-profit organization associated with Syracuse University and under the jurisdiction of the Chancellor of the University.

Section 3. The purpose of this Association shall be to promote an interest in the Syracuse University Libraries, to encourage gifts and bequests to support the various programs of the Syracuse University Libraries and to publicize the resources and facilities of the Syracuse University Libraries through publications, programs, exhibitions and other means.

Article II – Membership

Section 1. Membership is open to any individual interested in Syracuse University Libraries, upon payment of the minimum requisite fee. The fees, as of May 4, 1973, are as follows: Regular membership, \$15; Sustaining membership, \$100; Sponsoring membership, \$250; Student or Senior Citizen membership, \$5.

Section 2. Life membership: Any person who contributes in one year at least \$3000 in cash or other valuable property as certified by a professional appraisal or commercial invoice will be enrolled as a Life member.

Article III – Officers

Section 1. The officers of this Association shall be a Chairman, one or more Vice-Chairmen, Secretary, Treasurer, and Executive Secretary. All officers except the Executive Secretary shall be elected by the Board of Trustees from its own membership.

Section 2. The terms of all officers shall commence at the adjournment of the annual meeting.

Section 3. The terms of office of the Chairman, Vice-Chairmen, Secretary, and Treasurer shall be for three years; that of the Executive Secretary will be at the pleasure of the Director of Libraries.

Article IV – Duties of Officers

Section 1. The officers of this Association shall perform the usual

duties of such officers, together with such duties as shall be prescribed by the Board of Trustees.

Section 2. The Chairman of this Association is an ex-officio member of all committees.

Section 3. In the absence of the Chairman, the Vice-Chairman or the Chairman designate shall assume the duties of the Chairman. In the event of a vacancy occurring in the office of the Chairman, the Vice-Chairman shall serve as Chairman until the next annual meeting.

Section 4. A secretary shall be appointed to record and distribute the minutes of all meetings of the Association and of the Board of Trustees.

Section 5. The Treasurer shall collect, receive and report on the expenditure of all funds of the Association. He shall deposit such funds in an account entitled "Syracuse University Library Associates Fund" kept in the office of the Treasurer of Syracuse University.

Section 6. The Executive Secretary of this Association shall implement decisions of this Association, its Board and Committees, conduct such activities in support of the development of the Syracuse University Libraries, maintain the records of this Association, carry on all correspondence of the Association and Board, and perform such other duties as the Board of Trustees shall determine.

Article V – Board of Trustees

Section 1. There shall be a Board of Trustees of this Association consisting of 33 members. The Board shall elect a Chairman, one or more Vice-Chairmen, Secretary, and Treasurer, for terms of three years. The terms of office of the 33 Trustees shall be for three years. The initial election of the Trustees of this Association shall require that 11 Trustees elected shall serve for one year, that 11 Trustees elected shall serve for two years, and that the remaining 11 Trustees elected shall serve for three years.

Section 2. The Chancellor of Syracuse University, the Vice-Chancellor for Academic Affairs, the Director of Libraries, and the Assistant Director of Libraries for Collections shall serve as ex officio members of the Board of Trustees. All ex officio members shall be voting Trustees.

Section 3. Between regular meetings of the Association, the Board of Trustees shall act for the Association.

Section 4. There shall be a Faculty Advisory Council of the Board of Trustees, chaired by a member of the Board of Trustees appointed by and responsible to the Chairman of the Board. The Faculty Advisory Council shall advise on policy, and act as liaison among the university administration, the library, and the faculty in relation to Library Associates.

Article VI – Duties: The Board of Trustees

Section 1. The direction of the Association and its affairs shall be vested in the Board of Trustees.

Section 2. The Board of Trustees may establish and dissolve committees. The Chairman, with the approval of the Board of Trustees, shall appoint members to all committees and designate the chairmen thereof. The Chairman may establish additional Standing Committees, also, with the Board's approval.

Section 3. The resignation of any officer shall be tendered to the Board of Trustees.

Section 4. After the annual meeting, the Board of Trustees shall have the power to fill any vacancies in its membership.

Article VII – Committees

Section 1. At the Annual Meeting, the Chairman shall, with the concurrence of the Board of Trustees, appoint the following standing committees:

- | | |
|------------------------|-----------------------------------|
| 1. Publications | 6. Hospitality |
| 2. Post-Standard Award | 7. Estate Planning and Memorials |
| 3. Finance | 8. Publicity and Public Relations |
| 4. Program | 9. Acquisitions |
| 5. Membership | 10. Development |

Section 2. The Executive Committee shall consist of the officers and ex officio members of the Board and such other members as the Chairman of the Board of Trustees shall appoint for a term of one year. The Executive Committee shall have all the powers of the Board of Trustees between its meetings except to amend the Constitution.

Section 3. The Publications Committee shall act as the Editorial Board of *The Courier* and supervise all other publications of the Association.

Section 4. The *Post-Standard* Award Committee shall meet in January to nominate a candidate for this annual award for outstanding service to the Syracuse University Libraries. The recipient need not be a member of the Association.

Section 5. The Finance Committee shall cultivate financial support throughout the community and beyond, and shall maintain cognizance of the financial situation of the Association at all times, in cooperation with the Director of Libraries.

Section 6. The Program Committee shall be responsible for the programs at all regular meetings and special meetings of the Association.

Section 7. The Hospitality Committee shall be responsible for arrangements at all Association functions.

Section 8. The Membership Committee shall be responsible for promoting interest in Library Associates with the goal of increasing membership and support.

Section 9. The Acquisitions Committee shall, after appropriate selection procedures, purchase materials for the Syracuse University Libraries, using special gifts for specific purchases or money set aside for acquisitions in a special fund. Appropriate selection procedures must include consultation with the Assistant Director for Collections at the Syracuse University Libraries.

Section 10. The Development Committee shall seek ways to increase financial support for Library Associates and its goals.

Section 11. The Publicity and Public Relations Committee shall be in touch with all news and information media on the campus and in the community and shall strive to create a favorable public image of the Association.

Section 12. All committees are subject to the direction of the Board of Trustees and shall make reports at all regular and annual meetings.

Article VIII – Nominations

At least thirty days prior to the Annual Meeting, the Chairman shall, with the approval of the Board of Trustees, appoint a Nominations Committee of at least three members who nominate candidates for those vacancies to be balloted upon at the next Annual Meeting.

Article IX – Meetings

Section 1. This Association shall meet in the month of April or May each year for the election of Trustees and the transaction of other business. This shall be considered the Annual Meeting. The date of this meeting shall be determined by the Chairman and written notice shall be given to the membership at least ten days prior to the determined date.

Section 2. Other meetings of this Association may be scheduled by the Chairman.

Section 3. The Board of Trustees may hold regular meetings at such place and at such time and upon such notice as it may determine.

Section 4. Special meetings of the Board of Trustees may be called at any time by the Chairman by giving notice to each Trustee, either personally, or by mail or telephone.

Section 5. After proper notification, members present shall constitute a quorum at any meeting.

Article X – Special Rules

Section 1. The Chairman, or his designee, shall be the spokesman for this Association.

Section 2. No member shall receive directly or indirectly compensation from this Association. This Association may, however, reimburse any member who has incurred approved expenses in the affairs of the Association.

Section 3. With respect to all questions of construction of the Constitution, the decision of the Board of Trustees shall be final.

Section 4. All matters that may affect, or be affected by, Syracuse University policy shall be cleared with appropriate Syracuse University officials.

Article XI – Amendments

The Constitution may be amended by the membership at any meeting of the same providing thirty days notice thereof states the proposed amendment.

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