

# **TLC USER GROUP BYLAWS**

Last Revised January 2017

## **ARTICLE I. NAME**

The name of this organization shall be the TLC User Group.

## **ARTICLE II. PURPOSE**

The purpose of the TLC User Group shall be to:

- (a.) Serve as a forum to influence the development and improvement of The Library Corporation's products for the benefit of TLC User Group members;
- (b.) Foster and improve relationships and communication among members and between members and The Library Corporation; and
- (c.) Gather and disseminate information on the use of The Library Corporation's products among the users of the system.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Categories of Membership**

- (1) Institutional Membership: automatic to any customer having a current contract with TLC.
  - (a.) A single institutional membership includes all member libraries of that institution included in the contract.
  - (b.) The Library Corporation is not excluded from membership in the User Group.
- (2) Individual Membership: automatic to current employees of member institutions;

### **Section 2. Rights and Privileges**

- (a.) Members may speak to or debate any issue, ask any questions they feel pertinent, or make motions, at any meeting of the organization, but may not vote.
- (b.) Any TLC User Group member may hold office or serve on committees.

### **Section 3. Duration of Membership**

(a.) Membership in the TLC User Group will terminate upon the termination of a contract or contracts with The Library Corporation, so that the library no longer operates at least one of The Library Corporation's products.

(b.) Members whose membership has been terminated shall forfeit all rights and privileges of membership.

## **ARTICLE IV. TLC USER GROUP STEERING COMMITTEE**

### **Section 1. Steering Committee Membership**

The TLC User Group Steering Committee shall consist of three executive officers of the organization - Chair, Chair Elect, Past Chair, eight members of the organization elected at large to represent a broad spectrum of the user population, with four from Library.Solution users and four from Carl users, plus non-voting representatives of The Library Corporation.

### **Section 2. Duties of the TLC User Group Steering Committee**

(a.) Exercise the powers of the organization when it is not in session, reporting to its members thereon at the next annual TLCU Conference.

(b.) Approve appointments made by the Chair to other such standing or special committees as may be required to carry out the purpose of the TLC User Group.

(c.) Work in conjunction with TLC to plan and make arrangements for programs at the annual TLCU conference.

### **Section 3. Executive Officers**

The officers of this organization shall be a Chair, a Chair-Elect, and the immediate Past Chair.

### **Section 4. Terms of Office**

(a.) The Chair-Elect shall serve the first year after election as Chair-Elect and the second year as Chair. The Chair-Elect becomes the Chair following the conclusion of the annual TLCU Conference. The current Chair becomes the Past Chair following the conclusion of the annual TLCU Conference.

### **Section 5. Vacancies**

(a.) The Chair-Elect shall immediately become Chair upon the resignation of the Chair for the remainder of the term, including the term s/he was initially elected to serve.

(b.) A vacancy of the Chair-Elect position may be filled for the balance of the term thereof by special appointment of the TLC User Group Steering Committee.

(c.) A vacancy of the Past Chair position will not be filled until the beginning of the new term of office.

### **Section 6. Duties of the Chair**

(a.) Preside at the annual TLCU Conference, any special membership meetings of the TLC User Group, and at meetings of the TLC User Group Steering Committee.

(b.) Create and appoint annually with the approval of the TLC User Group Steering Committee such standing or special committees as may be required to carry out the purposes of the organization.

(c.) Perform other duties as are necessary incident to the office of Chair and as may be prescribed by the TLC User Group Steering Committee.

### **Section 7. Duties of Chair-Elect**

(a.) Perform the duties of the Chair in the event of the Chair's disability or absence from meetings, or if the Chair becomes ineligible to hold office.

(c.) Complete assignments as delegated by the Chair.

### **Section 8. Duties of the Past Chair**

(a.) Serve as the chair of the nominating committee, which will nominate candidates in accordance with Article VIII.

(b.) Serve in an advisory role to the Chair and the TLC User Group Steering Committee.

### **Section 9. Terms of Office**

To provide for continuity, the voting members shall initially elect two TLC User Group members to serve on the TLC User Group Steering Committee for a two-year term and two members to serve for a three-year term. Thereafter, members will be elected for two-year terms on a rotating basis so that at least two at-large members will continue each year.

### **Section 10. Vacancies of Member-at-Large Positions**

A vacancy of a Member-at-Large position may be filled for the balance of the term thereof by special appointment of the Chair.

### **Section 11. Meetings**

(a.) The TLC User Group Steering Committee shall have a regularly scheduled meeting in conjunction with the annual TLCU Conference.

(b.) The TLC User Group Steering Committee shall meet upon call of the Chair, or on demand by the majority of the membership, in accordance with the fulfilment of the purpose of the organization.

(c.) Six members of the TLC User Group Steering Committee shall constitute a quorum for the transaction of business.

(d.) The TLC User Group Steering Committee will meet monthly via conference call or other means.

## **ARTICLE V. MEMBERSHIP MEETINGS**

### **Section 1. Number of Meetings**

(a.) There shall be an annual meeting held at a site and time selected by the TLC User Group Steering Committee during the TLC User Conference

(b.) Special meetings may be called by the Chair or by written request of 25% of the voting members.

(c.) Informational or program meetings may be held during the conferences of any appropriate professional organization, but no official business of this organization may be conducted unless called as a special meeting in accordance with Section 1(b) of this article.

### **Section 2. Notice of Meetings**

Notice of any meeting shall be distributed to each member institution by the Chair no less than thirty days in advance, with statement of time and place, and containing information as to the subject or subjects proposed for discussion or consideration.

All TLC User Group members present at the TLCU Conference shall have, by majority vote, the power to:

(a.) Adopt rules and agenda for governing membership meetings.

(b.) Refer any matter to the TLC User Group Steering Committee, including recommendations for action, and may request the TLC User Group Steering Committee to report on such matters at a future meeting of the organization.

## **ARTICLE VI. COMMITTEES AND SPECIAL INTEREST GROUPS**

### **Section 1. Special Committees**

(a.) Special committees shall be formed as needed.

(b.) Committees shall serve to the completion of their appointed task.

(c.) Committee members and Committee chairs shall be appointed by the Chair subject to the approval of the TLC User Group Steering Committee.

(d.) All committees shall report directly to the TLC User Group Steering Committee.

## **Section 2. Special Interest Groups.**

The Steering Committee may establish Special Interest Groups within the User Group as demonstrated need occurs.

(a.) Discussion groups may form at will from among the membership.

(b.) Members of discussion groups may request the Steering Committee for recognition as an official Special Interest Group within the User Group with a written request to the committee.

(c.) A member of the Steering Committee will be appointed to serve as group facilitator and liaison with the User Group as a whole.

## **ARTICLE VII. NOMINATIONS AND ELECTIONS**

### **Section 1. Nominations**

(a.) The Past Chair shall serve as the chair of the Nominating Committee and may ask the TLC User Group Steering Committee to appoint annually up to three members in good standing to serve on this committee.

(b.) The Nominating Committee shall appoint candidates for the offices of Chair-Elect, and for the member-at-large positions on the TLC User Group Steering Committee.

(c.) The Nominating Committee will announce to all members of the TLC User Group the intent to seek nominations by August 1st of each year.

(e.) Nominations may be submitted in writing to the Nominating Committee for 21 days after the announcement of the intent to seek nominations.

(f.) No name shall be placed on the ballot without written consent of the person being nominated.

(g.) The Nominating Committee will submit the final slate to the Chair no later than September 1st of each year.

### **Section 2. Elections**

(a.) The Past Chair will prepare the ballot for distribution to the voting members at the annual TLCU Conference no later than September 15th of each year.

(b.) Ballots will be distributed to voting members at the annual TLCU Conference.

- (c.) Returned ballots will be tallied by TLC staff during the conference and verified by Past Chair and the Chair.
- (d.) All candidates will be elected by majority vote.
- (e.) The Past Chair will contact each candidate with the results and will announce the results at the annual TLCU Conference.
- (f.) New officers and members-at-large will take office immediately upon adjournment of the annual TLCU Conference.
- (g.) In years that the number of candidates equal the number of positions open on the Steering Committee, the chair can call for a voice vote to approve slate of candidates.
- (h.) If the nominating committee cannot find a candidate for the office of Chair-Elect, the Steering Committee will elect the position from current members. The person elected will assume the position of Chair-Elect and the Steering Committee will appoint a replacement from the same membership division (LS or Carl) as the new Chair-Elect.

## **ARTICLE VIII. AMENDMENTS**

The Bylaws of the TLC User Group may be amended, repealed, or altered in whole or in part by official vote of the Steering Committee and presented to the full membership at the TLCU Conference for endorsement.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order shall govern the TLC User Group in all cases to which it is applicable and in which it is not inconsistent with the Bylaws.

## **ARTICLE X. MISCELLANEOUS**

### **Section 1. Distribution of Membership Information**

- (a.) All TLC User Group communications including minutes, questionnaires, and announcements will be posted to the TLC User Forum on the Carl Community website at: <https://carlcommunity.com/tlc-user-forum/>. Members are responsible for checking the site for updates on a regular basis.
- (b.) Distribution of information will be posted on the User Forum website and may also be accomplished by normal mail delivery, fax delivery, electronic mail, and/or other electronic means, including TLC mailing lists, as appropriate.