CHARGE
The Bylaws Committee is a standing committee of the SC/MLA. As such the committee keeps the bylaws in accordance with MLA’s model Bylaws and recommends changes to the Chapter’s Bylaws as approved by the SC/MLA membership.

PURPOSE
The purpose of the Bylaws Committee is to guarantee relevance, clarity and continuity within the Chapter’s Bylaws which support the overall mission, vision and values of SC/MLA and MLA.

STRUCTURE
The Bylaws Committee has 3 members including the Chair. Members serve for three (3) years – two (2) years as a member, their 3rd year as chair. The chair serves for one (1) year which may be extended for a second consecutive term if the member in his/her third year cannot take over as chair. Following his/her term as chair he/she may serve as an ex officio member for one (1) year, if needed. Members serve staggered terms to maintain continuity within the committee.

Chair: The position as Chair of the Bylaws Committee is appointed by the incoming SC/MLA Chair. He/she must be a voting member of the Medical Library Association and will be a voting member of the SC/MLA Executive Board during the term of office. The Bylaws Chair will take office as a member of the Executive Board at the close of the annual meeting where his/her post is announced, and will serve until the close of that term as chair.

Members: Any voting member of the Southern Chapter of the Medical Library Association may be a Bylaws Committee member. Members serve for three (3) years - two (2) years as a member, their 3rd year as chair. The staggered terms and rotating positions ensure committee continuity.

Ex Officio Members: The Database Manager serves as an ex officio member of the committee. The Bylaws Immediate Past Chair may be an ex officio member, if needed for continuity, following his/her term as chair.

RESPONSIBILITIES:

Chair Responsibilities:
1) Appoints members to his/her committee from a list of names generated by the Membership Database Manager from the membership form committee options members have selected, and with the approval of the SC/MLA Chair;
2) Collects all proposed amendment changes, incorporates the revisions into the current bylaws with the help of the Bylaws Committee, and submits them to the SC/MLA Executive Board for approval;
3) Upon Board approval, the Bylaws Chair sends the proposed amendments with explanation to the MLA Bylaws Committee Chair for further approval by the MLA Bylaws Committee;
4) Once final approval is given by MLA, the Chair will distribute the proposed amendments to the SC/MLA membership for review prior to the annual meeting;
5) During the annual business meeting, the chair will introduce the bylaws changes to the membership and preside over discussions;
6) Following the annual meeting, the chair contacts the Secretary/Treasurer to have him/her distribute the ballot to the membership to vote on the bylaws amendments;
7) Prepares written reports of the committee’s activities for the Executive Board when requested by the SC/MLA Chair; usually mid-year, and before the annual meeting, or at the conclusion of the committee’s task, prior to the compilation of the Annual Chapter Report for submission to MLA;
8) Updates procedure manual with the committee at the end of the term;
9) Receives certificate template from the Chapter Chair and creates certificates for the Bylaw Committee members. Certificates are sent to the members electronically;
10) The following documents should be kept by the Bylaws Chair. At the end of the chair's term, these documents are passed on to the incoming chair.
   a. The current Medical Library Association Bylaws
   b. The current Southern Chapter Bylaws
   c. The past two versions of the Southern Chapter Bylaws
   d. Copies of any correspondence concerning revisions to the current bylaws.
   e. List of Bylaws Committee members
   f. Copies of the Executive Council minutes
   g. Copies of the Executive Council Committee Reports
   h. The current procedures manual
11) At the close of the annual meeting, the chair will send the following documents to the SC/MLA Archives at Emory University.
   a. Copies of past SC/MLA Bylaws
   b. Copy of current procedure manual
   c. Copy of MLA Bylaws Committee's approval of SC/MLA Bylaws revision
   d. Copy of bylaws revision ballot

**Member Responsibilities:**
Under the leadership of the Bylaws Chair, members will determine whether the bylaws require revisions or rescindment and assist the chair with appropriate changes to be considered and approved by the Executive Board, MLA and the SC/MLA membership. Members are expected to become chair during their third year.

**Ex Officio Responsibilities:**
Under the leadership of the Bylaws Chair, the ex officio members assist with the organizational knowledge of prior amendments and decisions.

**TIMELINE**
Reports are due to the SC/MLA Chair at the Chair's discretion. Usually, a mid-year report is due three weeks before the annual MLA meeting. This report should contain any changes in the bylaws so that the Executive Committee can discuss those changes before the changes are presented to the membership. An annual report is due three-four weeks prior to the annual meeting.

If changes are approved at the SC/MLA annual business meeting, the Secretary/Treasurer distributes ballots to the membership within thirty (30) days following the close of the annual meeting.

Revised: October 2014