ARTICLE I. NAME
The name of this body shall be the SLIS Alumni Group (graduates of the School of Library and Information Studies) of the University of Hawaii at Manoa.

ARTICLE II. PURPOSES
The purposes of the SLIS Alumni Group shall be:
1. to assist students and alumni of the SLIS by offering scholarships and providing job information.
2. to stimulate professional growth and development of librarians by providing continuing education assistance, through workshops, scholarship and fellowship awards.
3. to serve as liaison between SLIS and the library community.

ARTICLE III. MEMBERSHIP

Section 1. Members
All graduates of the University of Hawaii at Manoa School of Library and Information Studies automatically become members of the SLIS Alumni Group.

Section 2. Contributing Members
Contributing members are those who contribute to the SLIS Alumni Group fund in one of three categories, determined by the amount of contribution.

1. Annual Contributors
2. Patrons
3. Lifetime members

Librarians who are not graduates of the University of Hawaii at Manoa School of Library and Information Studies may become contributing members only as 2) Patrons and/or 3) Lifetime members.

Section 3. Membership Year
Lifetime members shall be members for life.
For other members, contributions shall be for the period from September 1 to August 31 of the following year.

Section 4. Contributions
Contributions shall be made annually except for Lifetime members. The amount of contributions may be changed by vote of the Executive Board.

ARTICLE IV. OFFICERS

Section 1. Kinds of Officers
The officers of the SLIS Alumni Group shall be the president, vice-president, treasurer, and executive secretary.

Section 2. Terms of Office
Officers shall be elected for a single term, except for the Executive Secretary as noted below, and the treasurer who shall be elected for two terms. A term starts on September 1 and ends on August 31 of the following year. No member shall hold the same office more than twice in succession. Persons shall be eligible for re-election only after a minimum interval of one year out of office.

The Executive Secretary shall be appointed by the Dean, SLIS for an indefinite term.
Section 3. Duties of the President

The president shall convene and preside over all meetings of the SLIS Alumni Group and the Executive Board. He/she shall appoint the chairperson of all standing, special, and ad hoc committees and may assist in the selection of committee members. With the consent of the Executive Board, he/she shall appoint a SLIS Alumni Group member to fill a vacancy on the board. He/she shall serve on the University of Hawaii at Manoa School of Library and Information Studies Advisory Board.

Section 4. Duties of the Vice-President

The vice-president shall be the president-elect and shall perform all the duties of the president in the latter’s absence. He/she shall serve as a member of both the Continuing Education and Awards Committees.

Section 5. Duties of the Treasurer

The treasurer shall be responsible for the collection of all monies and shall work with the membership committee in maintaining an accurate record of all contributing members of the SLIS Alumni Group. He/she shall be responsible for payment of all bills authorized by the Executive Board. He/she shall submit a financial statement to be included in the Fall Newsletter, and have his records available for examination. Annually he/she shall prepare a proposed budget of expenditures for the period September 1 of the current year to August 31 of the following year based upon anticipated and actual income. He/she shall act as liaison in all fiscal matters with the UH Foundation.

Section 6. Duties of the Executive Secretary

The executive secretary shall be a liaison between the Dean and the SLIS Alumni Group, and between Hui Dui and SLIS Alumni Group; maintain relevant records in the SLIS Alumni office; take minutes of Board and other meetings; prepare a written report on each meeting, and will disseminate minutes to Executive Board members, as appropriate. He/she shall prepare agenda for Executive Board meetings, with the consent of the president. He/she shall assist the Publications Committee as necessary in preparation of the Newsletter and any other publications of the SLIS Alumni Group. He/she shall coordinate with UH Foundation on all policy matters such as postal regulations, coordinate with UH Foundation on all policy matters such as postal regulations, etc. He/she shall coordinate with the Executive Board and standing committees on all matters pertaining to printing, publicity, and dissemination of information. He/she shall receive and respond to all correspondence pertinent to SLIS Alumni Group. He/she will act as ex-officio, non-voting member of the Awards Committee.

Section 7. Filling Vacancies

If the president is unable to complete the full term in office, the vice-president shall become president, complete the remainder of the unexpired term and then continue through his/her own term. Any other vacancy occurring among the elected members of the Executive Board shall be filled by a SLIS Alumni Group member appointed by the president on the advice and consent of the majority of the Executive Board. The new appointee shall complete the remainder of that term of office. Appointment to an unexpired term of at least six months shall be considered the equivalent of one term in that office.

ARTICLE V. EXECUTIVE BOARD

Section 1. Members

The Executive Board shall consist of the president, vice-president, treasurer, executive secretary, the immediate past president, the chairperson of standing committees and two members at large. No less than four graduating classes shall be represented by the board. Committee chairpersons and at-large members shall serve a term of two years and may be re-appointed once (serving a total of four years).
Section 2. Faculty Liaison Member

A Faculty Liaison Member, appointed by the Dean of the School of Library and Information Studies, shall attend all Board meetings and have full voting privileges. He/she may not serve as an officer and/or committee chairperson.

Section 3. General Duties

The Executive Board shall administer the business of the SLIS Alumni Group and carry out its purposes as stated in the By-laws.

Section 4. Meetings

The Executive Board shall meet regularly from September through May. During June, July, and August, special meetings may be called at the discretion of the president or at the request of a majority of the members of the Executive Board.

Section 5. Quorum

Five members of the Executive Board shall constitute a quorum.

ARTICLE VI. COMMITTEES

Section 1. Authorization

Standing, special, and ad hoc committees shall be authorized by a majority vote of the Executive Board. The standing committees are: Continuing Education, Hospitality, Membership, Publications, and Awards. The president shall appoint all committee chairpersons and may assist in recruiting other committee members.

Section 2. Term of Office

Unless otherwise specified by the Executive Board, all committee memberships will be for a single term and will expire at the same time as the terms of the elected officers.

Section 3. Nominating Committee

The committee shall be composed of at least three members, one of whom shall be an executive Board member and serve as Committee Chairperson. The committee shall submit two weeks before the Spring Newsletter each year a slate of candidates (one candidate for each office to be vacated, with an opportunity for a "write-in" for that office) to the general membership for approval through the Spring Newsletter. The Committee shall submit an official written report of the election results to the Executive Board before a public announcement is made. Elections results shall be announced at the reunion of the SLIS Alumni Group at the annual American Library Association Conference when a reunion is held and shall be published in the Fall Newsletter.

The committee shall, upon vacancies of Executive Board members, submit a list of not less than three candidates to the president for consideration of appointment.

Section 4. Awards Committee

The Awards Committee shall be responsible for the selection of recipient/recipients of awards annually. Award monies may be divided between recipients, or not awarded at all, at the discretion of the Awards Committee.

The Awards Committee chairperson shall be responsible for the selection of fellow committee members; advertising of awards with the assistance of the Executive Secretary; and notification of awards recipients.

Section 5. By-laws Committee

These By-laws shall be revised as require by an ad hoc by-laws committee.
Section 6. Continuing Education Committee

The committee shall be responsible for the planning, preparation, and presentation of continuing education workshops and act as liaison between the Executive Board and other organizations seeking SLIS Alumni Group sponsorship of continuing education programs/projects.

Section 7. Publications Committee

The committee shall be responsible for coordination of the publications program of the SLIS Alumni Group in accordance with policy formulated by the Executive Board; to advise upon budget requirements and format of all publications of the Association; and publication of the SLIS Alumni Newsletter.

Section 8. Hospitality Committee

The committee shall be responsible for arranging suitable meeting facilities for Executive Board meetings and act as coordinating committee for the HUI DUI graduation activity sponsored by the SLIS Alumni Group.

Section 9. Reunion Committee

The committee in coordination with the Hospitality Committee shall be responsible for the planning of a reunion of SLIS alumni at the American Library Association conference when so authorized by the Executive Board.

The committee, in coordination with the Hospitality Committee and/or Continuing Education Committee, shall plan a reunion of the SLIS alumni at a determined site on Oahu for every other year when so authorized by the Executive Board.

Section 10. Membership Committee

The committee shall work with the treasurer and board members in maintaining an accurate record of all members of the SLIS Alumni Group.

Section 11. Reports

Standing committee chairpersons shall prepare a written annual report of their committees' activities and actions to be included in the Fall Newsletter.

ARTICLE VII. FINANCES

Section 1. Contributions

Contributions to SLIS Alumni Group which are deposited with the UH Foundation have been determined by a mail vote in response to a request to the Alumni in the Newsletter dated March 1975.

Section 2. Expenditures from Funds

The contributions accrued to the UH Foundation for the SLIS Alumni Group will be expended for awards to provide tuition assistance to SLIS students and to promote scholarly research and professional development of alumni; for workshops on topics related to librarianship; and for incidental expenses (i.e., printing, mailing, etc.) pertinent to the administration of the SLIS Alumni Group and its programs.

Section 3. Budget

In no case may expenditures be budgeted in excess of the existing fund balance.

The treasurer shall prepare a proposed budget of yearly anticipated income and expenditures for submission to, and review by, and approval of the Executive Board within 60 days after the commencement of the program year September 1.

Section 4. Reporting

A report shall be made annually to the membership, detailing receipts and expenditures. (See Article IV, Section 5.)
Section 5. Limitations

No funds shall be expended to support a political campaign, nor to influence legislation, nor effect lobbying.

ARTICLE VIII. MEETINGS

Section 1. Business Meetings

Business meetings of the SLIS Alumni Group shall be held at the discretion of the Executive Board. Members present shall constitute a quorum for the transaction of business.

Section 2. Special Meetings

A continuing education workshop shall be held at least once a year. Program shall be determined by the committee in charge.

Section 3. Graduation Activity

The SLIS Alumni Group shall work with HUI DUI, a student group, to sponsor an activity to honor School of Library and Information Studies graduates for the year.

Section 4. Reunions

The SLIS Alumni Group shall sponsor a reunion at the annual American Library Association conference when so authorized by the Executive Board.

Other reunions shall be held at the discretion of the Executive Board.

ARTICLE IX. COMMUNICATIONS

Since SLIS Alumni Group members live on several islands of this state, and other states on the mainland, and in other countries, written communication is vital in keeping in touch with members.

Section 1. Newsletters

The SLIS Alumni Group shall publish and send to its members a Newsletter not less than two times a year.

Section 2. Other Communications

Special notices shall also be sent to members residing in Hawaii concerning scholarships, continuing education workshops, and other activities.

ARTICLE X. AMENDMENTS

Section 1. Amendments to these by-laws shall be proposed in writing and may be initiated by any member of the Board.

Section 2. These by-laws may be amended by a majority vote of the Executive Board.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The latest edition of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority governing the SLIS Alumni Group in all cases in which they are applicable and are not inconsistent with these by-laws or any special rules of order the SLIS Alumni Group may adopt.

Adopted: May 1977
Amended: February 1979
Amended: November 1979
Amended: September 1981
Amended: April 1984
Amended: March 1988