

Bylaws

Preamble

The Southern California Theological Library Association (SCATLA) is an independent organization dedicated to strengthening delivery of and resources for theological information, knowledge, culture, and research through the development of cooperative programs, services, and collections in the Southern California area. The Association supports cooperative effort among theological libraries to improve access to theological and religious information, promote the growth of specialized collections in religion and theology, and to reduce duplication of services and resources.

Article I. Members

- Classes of Members.** The Association shall have three classes of members. The designation of such classes and the qualifications and rights of the members of such classes shall be as follows. 1) Founding members shall consist of the of the six founding schools, including Azusa Pacific University, Biola University, Claremont School of Theology, Fuller Theological Seminary, Masters College and Seminary, and St. John's Seminary. Founding members shall have full membership privileges. 2) Full Membership shall consist of any educational institution offering a graduate or undergraduate program in religion or theology which is located in the Southern California area, has at least 10,000 volumes in the library, at least one full-time librarian, accreditation by a CHEA recognized U.S. Accrediting Organization, and applies and is accepted as a full member. Full membership entitles the institution to one vote and full participation in the Association. 3) Affiliate Membership shall consist of any library in the Southern California area which has an interest in the Association but either does not qualify for full membership or does not wish to apply for full membership. Affiliate Members do not have voting rights, but have various participatory privileges as determined by the Association.
- Admission.** An applicant shall be admitted to membership in the Association by submitting a formal application for membership and on being accepted by vote of the full members. Applications for membership shall be in such form as shall be prescribed by the Association. An affirmative vote of two-thirds shall be required for acceptance.
- Voting Rights.** Each Full Member shall be entitled to one vote on each matter submitted to a vote of the members.
- Suspension or Expulsion of Members.** Full members, by a majority vote of those present at any regularly constituted meeting, may terminate, suspend or expel a member of the Association, provided the member is given notice of the proceedings and an opportunity to be heard in its defense in a meeting called for this purpose. Reasons for such action might include, but are not limited to, default in the payment of dues, or conduct deemed detrimental to the interests of the Association.
- Resignation.** Any member may resign by filing a written resignation with the secretary, but such resignation shall not relieve the member from the obligation to pay any dues or charges previously accrued.

6. **Inactive Full Members.** After two years of inactivity (six Meetings of non-attendance), a full voting member will be changed to affiliate member (non-voting). Members may be reinstated to full member status by attendance at a regular meeting and a majority vote of approval. The secretary will maintain attendance records and report inactive status to the membership at a regular meeting. Exemptions will be recommended by the president on a case-by-case basis and then voted on by the membership.

Article II. Dues

1. **Annual Dues.** The Association may determine from time to time the amount of initiation fee, if any, and annual dues for each membership class.

Article III. Meetings

1. **Regular Meetings.** Regular meetings of the members will be held at least three times per year. The dates, times, and locations of these meetings shall be communicated to the membership with as much advanced notice as possible. Ordinarily, these meetings will be convened at one of the member institutions.
2. **Special Meetings.** Special meetings may be called by the Chair or by majority vote of the membership.
3. **Quorum.** The members holding two-thirds of the votes that may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting.

Article IV. Officers

1. **Officers.** The officers of the Association shall be a president, vice-president, and a secretary. The Association may elect or appoint other officers as needed.
2. **Election and Term of Office.** The election of officer/s will be held at the last meeting of a calendar year. SCATLA shall conduct an annual election for the following officer/s as needed: Secretary or Vice-President. Vice-President is a 2-year term, first as Vice-President and second as President. Secretary is elected for one year with an option to either stay as secretary for another year or move to Vice-President/ President position. Terms of office begin in January and are for a calendar year. From time to time the Association may fill unanticipated vacancies, and may remove officers to serve the best interests of the Association.
3. **President.** The president shall be the principal executive officer of the corporation and shall supervise and manage all of the business of the Association. The president shall preside at all Association meetings, provide adequate, advanced, written notification of all meetings and agendas, serve as the contact person in the Association's partnerships with other associations, libraries or external relationships deemed appropriate by the Association, design programs and agendas for Association meetings, and coordinate any current projects of the Association.

4. **Vice-President.** In the absence of the president, or in the event of the president's inability or refusal to act, the vice-president shall perform the duties of the president. The vice-president shall perform other duties that may be assigned by the president or the Association.
5. **Secretary.** The secretary shall keep the minutes of Association meetings, be the custodian of any Association records, maintain a membership directory and/or database, and perform other appropriate duties as assigned by the president or Association.

Article V. Committees

1. **Committees.** The President or the Association, to assist in the work of the Association, may appoint committees.

Article VI. Miscellaneous

1. **Books and Records.** The Association shall keep correct and complete books and records of the Association's business, transactions, and minutes of all meetings of the Association and its committees.

Article VII. Amendments

1. **Power of Members to Amend Bylaws.** The bylaws of this Association may be amended, repealed, added to, or new bylaws may be adopted by the vote or written assent of seventy-five percent (75%) of the members entitled to vote.
 - Amended Friday, February 9, 2007. Quorum reduced from three-quarters to two-thirds of the full membership.
 - Amended Tuesday, April 3, 2007. Classes of Members. Full Membership requirements to include accreditation.
 - Amended Friday, October 19, 2012. Election and Term of Office. Officers are elected for a 3-year term and serve as Secretary, Vice President, and President.
 - Amended Friday, October 19, 2012. Inactive Full Members. After two years of inactivity, full members will be changed to affiliate status.
 - Amended Friday, February 1, 2013. Changed name of Associate Membership / Members to Affiliate Membership / Members under Article 1. Members. 1. Class of Members.
 - Amended Friday, November 4, 2022. Members. Institutions with undergraduate programs in religion or theology are now eligible for full membership.
 - Amended Friday, November 4, 2022. Election and Term of Office. Elected secretary now has an option to stay as secretary for another year or move to Vice-President/ President position. The annual election will be held for the following officer/s as needed: Secretary or Vice-President.