



AABIG Bylaws

Article I. Name

The official name of this organization shall be “Atlanta Area Bibliographic Instruction Group.”

Article II. Purpose

Section 1. To share ideas and discuss common issues about bibliographic instruction.

Section 2. To hold an annual conference to discuss best practices in teaching information literacy.

Article III. Membership

Section 1. Membership in this organization is open to any person who attends an AABIG event or contacts AABIG expressing interest in joining.

Section 2. Membership shall be for a full calendar year, June to May, or any portion thereof, depending on when a member joins.

Section 3. Membership in the Steering Committee is open to any organization member who attends the AABIG conference. The elected

officers of this organization constitute an Executive Board and are automatically member of the Steering Committee.

Article IV. Officers

Section 1. This organization shall be governed by an Executive Board, all of whom are members of AABIG.

Section 2. The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, Program Chair, and Past President (ex-officio).

Section 3. Duties of the officers

- a. The President serves as team facilitator and project manager for the annual conference, becomes an ex-officio member of the executive committee beginning after the annual BIG Meeting at which he/she presides as President, oversees the nomination slating, and election of officers, calls Executive Committee planning meetings, authorizes the payment of all bills by the Treasurer, reviews all proposal submissions and collaborates to select final list of presenters.
- b. The Vice President serves a three-year term, beginning after the annual BIG Meeting at which he/she is elected, becomes President for the term beginning after the annual BIG Meeting at which he/she presides at Vice President, becomes an ex-officio member of the executive committee beginning after the annual BIG Meeting at which he/she presides at President, assumes the office of the President should a vacancy occur, assists the President in planning and implementing programs, activities, and the nomination process, reviews all proposal submissions and collaborates to select final list of presenters
- c. The Secretary serves a one-year term, beginning after the annual BIG Meeting at which he/she is elected, takes minutes at the annual business meeting and all Executive Committee Meetings, collects and prepares proposal submissions for blind jury selection process, notifies candidates with the proposal review results, creates the ballot

- for the Executive Board election (using Survey Monkey), and creates the survey for feedback of the conference (using Survey Monkey).
- d. The Program Chair serves a one-year term, beginning after the annual BIG Meeting at which he/she is elected, facilitates and coordinates the Program Meeting in partnership with the other members of the Executive Committee, reviews all proposal submissions and collaborates to select final list of presenters, works in conjunction with conference venue contacts to organize and finalize details related to the space.
 - e. The Treasurer serves a three-year term, beginning after the annual BIG Meeting at which he/she is elected handles BIG's funds, keeping itemized records of receipts, pays accounts due at the end of the business meeting, turning over the unexpended balance to the incoming Treasurer, reviews all proposal submissions and collaborates to select final list of presenters
 - f. The Past President (ex-officio) serves as an ex-officio member of the executive committee beginning after the annual BIG Meeting at which he/she presides at President, provides council to the current president, and participates in the selection of the final list of presenters.

Article V. Elections

Section 1. In April, the President shall send out a call for nominations for the AABIG Executive Board.

Section 2. In May, the Secretary shall distribute electronic to members, collect ballots, and tabulate election results.

Section 3. The President shall report election results to the members at the annual meeting.

Section 4. Officers shall be elected by a simple majority of members voting.

Article VI. Terms of Office

Section 1. New officers will take office in July, following the annual conference.

Article VII. Meetings

Section 1. The Steering Committee shall meet approximately every six weeks during the academic year, generally June to May.

Section 2. Special meetings may be called by the Steering Committee or President at any time.

Article VII. Amendments to Bylaws

These bylaws may be amended by the affirmative vote of a simple majority of the members voting, providing previous notice of the proposed action has been given at least 30 days prior to voting.