



By-Laws

Article 1 – Name

This organization shall be known as REFORMA – LOS ANGELES CHAPTER

Article 2 – Purpose

The objectives of this Chapter will be the same as those of its parent organization, REFORMA, The National Association to Promote Library and Information Services to Latinos and the Spanish Speaking. The organization is a non-profit organization whose purpose is to promote the advancement, growth, improvement and implementation of more and new library and information services to the Spanish Speaking in the United States. No individual members will derive profit therefrom.

Article 3 – Membership

Active member: Anyone who is interested in the goals and objectives of this Chapter may become an active and voting member by registering through reforma.org/join and designating LA Chapter as their home chapter. Active members are members whose fees are up to date.

Article 4 – Board of Directors

The Board of Directors shall consist of the Executive Committee, Standing, and Ad Hoc Committee Chairs. The Board of Directors will be in charge of updating and digitizing Chapter By-laws, and other Chapter documents. All business conducted by the Board of Directors needs to be conducted via the Chapter's official correspondence (e.g. Gmail).

Article 5 – Officers

A. The officers of the organization shall consist of a President, Vice-President / President Elect, Secretary, Public Information Officer (Co-Officers as needed), and Treasurer. The Treasurer, Secretary, and Public Information Officer may succeed in office for an unlimited number of terms. A term is defined as one fiscal year starting from July 1 to June 30 of the following year. The officers of the organization will make up the Executive Committee.

B. A ballot of candidates shall be presented and approved during the month of May. The ballot shall be distributed to all active Chapter members electronically. Elected candidates take office in July. Only active members may serve as officers. In case of any vacancy, other than the office of the President, the President shall have the power to appoint an active member to fill said vacancy. If the Presidency becomes vacant, the Vice President-President Elect shall finish the term as President and then serve their term as President during the following year. The Board of Directors shall be in charge of organizing Chapter elections and nominations.

C. Duties of Officers: President– The President shall call and preside over all meetings of the general membership. They shall be the official representative of the organization and shall provide leadership for



By-Laws

all its activities. They may form Ad Hoc Committees as needed and may also appoint members to serve on these committees. They shall submit a Chapter Report at the end of the fiscal year to National.

Vice-President/President Elect – The Vice President-President Elect serves one year as Vice President and the next year as President. The VP/PE shall assist the President in the performance of their duties and shall take over all such duties in the absence of the President.

Secretary – The Secretary shall be in charge of note taking during all general membership, special, or Board of Directors meetings. They are also responsible for uploading the minutes to the Chapter’s official online drive, and distributing the minutes to the President and Web Person.

Treasurer – The Treasurer shall be in charge of handling all financial matters of the organization. They shall keep records regarding all income and disbursements, shall make all necessary reports to the IRS, and shall present a Treasurer’s Report at each general membership meeting and at the end of the fiscal year. The signature of the President or the Treasurer will be necessary for all disbursements. All fund distributions should be approved by the Board of Directors. All records of this office shall be passed on to the succeeding officer elected to this position should the existing Treasurer not continue in this position.

Public Information Officer(s) – The Public Information Officer(s) will be appointed by the President and Board of Directors. They will be in charge of social media and marketing Chapter projects and efforts. They shall develop, create and maintain social media content, blog posts, press releases, monthly newsletters, and member spotlight write-ups. The Public Information Officer will work with the Web Person to coordinate communication via the Chapter website. In the case of Co-Officers, responsibilities will be shared. The Public Information Officer(s) will serve as the chair(s) of the Public Relations Committee.

Web Person – The Web Person will be appointed by the President. They shall be in charge of maintaining the Chapter website to ensure accuracy and currency of the Chapter website communications.

Article 6 – Meetings

A. General membership meetings shall be held bi-monthly with the recommendation being July, September, November, January, March, and May. All members shall be notified of all up-coming meetings at least one week prior to the meeting.

B. Special meetings. The President shall have the authority to call a special meeting by sending a notice to all members at least one week prior to such meeting.

Article 7 – Committees

A. Standing Committees: The Standing Committees shall meet as needed to accomplish their duties. Standing Committees shall have the option of selecting Co- Chairs. Following each meeting, the Committee Chair(s) shall report to the Executive Committee and shall provide an annual report (end of



By-Laws

fiscal year) to the Chapter. The Board of Directors can add a new Standing Committee or remove an existing Standing Committee by majority vote of the Board. The Standing Committees shall be:

1. Chapter Administration

Serves as an Advisory Board made up of past Chapter Presidents that provides support and counsel for the current President and Board of Directors.

Members and Chairs are appointed by the President.

2. Mentorship Program Committee

Recruits both mentors and mentees to pair for the annual Mentorship Program. Organizes the yearly Mentorship Program Kick-Off event. Updates and reviews all related Mentorship Program documents and applications.

Chaired by President & Vice President. Members are selected by the Committee Chairs.

3. Fundraising & Scholarships Committee

Organizes & coordinates year-round fundraising to help sustain Chapter funds. Reviews applications for Chapter Scholarships and grants.

Chair(s) appointed by the President. Members are selected by the Committee Chair.

4. Public Relations and Marketing Committee

Works with the Web Person to update Chapter webpage. In charge of updating social media and marketing Chapter projects and efforts. They shall develop, create and maintain social media content, blog posts, press releases, monthly newsletters, and member spotlight write-ups.

Chaired by the Public Information Officer(s). Members are selected by the Committee Chair.

5. Outreach & Membership Committee

Organizes professional and social events for chapter members including the yearly Southern California Chapter Meetup and conference meetups. Performs outreach to current and recent LIS students, schools, and librarian networks to recruit new members.

Chair(s) appointed by the President. Members are selected by the Committee Chair.

6. Book Festival Committee

Organizes and participates in various book festival(s), which includes, but is not limited to: Annual REFORMA LA Book Festival, and Virtual Book Buzz. May be in charge of finding a location



By-Laws

and securing vendors and presenters for the event. Responsible for creating a budget for the event(s).

Chair(s) appointed by the President. Members are selected by the Committee Chair.

7. Los Angeles Archive/History Committee

In charge of the recording and the preservation of all records, publications and history regarding the functions and activities of the Chapter through an online platform. Responsible for working with the REFORMA National Archive located at Cal State Los Angeles.

Chair(s) appointed by the President. Members are selected by the Committee Chair.

8. Los Angeles Libros Festival Committee

Responsible for organizing program(s) and storytime(s) to be held during the Los Angeles Libros Festival. Responsible for seeking out and organizing REFORMA members to volunteer during the event. If needed, will identify REFORMA member(s) to moderate a panel/program during the event. Agrees to be in communication with the Los Angeles Libros Festival Chair(s), held by the Los Angeles Public Library staff. Attends the Los Angeles Libros Festival meetings, scheduled by the Los Angeles Public Library, when available.

This event is in partnership with the Los Angeles Public Library and LA librería.

Chair(s) appointed by the President. Members are selected by the Committee Chair.

B. Ad Hoc Committees: The President shall have the power to establish and appoint members to Ad Hoc Committees to fulfill a special need. The Committees shall meet as needed to accomplish its duties. Following each meeting, the Committee Chair(s) shall report to the Executive Committee and shall provide an annual report (end of fiscal year) to the Chapter.

C. Terms of Office for Committee Members: Standing Committees shall serve one fiscal year with the possibility of re-appointment. Ad Hoc Committees shall serve until the goals of each committee have been accomplished.

Article 8 – Quorum

Board of Directors & General Membership Meetings – A quorum shall be necessary to hold a meeting. A quorum shall be based on fifty percent of the average attendance of active members present at the two previous meetings. If a quorum is not reached by active members, the majority of the Board of Directors must be in attendance.

Article 9 – Affiliations



By-Laws

The Board of Directors or active members of this organization may vote, by a simple majority vote, to affiliate itself with other local and national organizations.

Article 10 – Amendments to By-laws

A. Amendments to the By-laws may be proposed by active members to the Board of Directors through written notice. The Board of Directors will evaluate all such requests and form an Ad-hoc committee to discuss and review proposed amendments. If the proposed amendments are accepted the process shall be as follows:

1. Ad-hoc committee will edit the By-laws with proposed amendments and send them to the Board of Directors for review and comment.
2. Board of Directors will be given at least five (5) days to review and comment.
3. Ad-hoc committee will send proposed amendments to general members seven (7) days prior to the General Membership Meeting.
4. Active members will be given the opportunity to review and comment on proposed amendments.
5. Voting for proposed amendments will take place fourteen (14) days after the General Membership meeting by active members.

B. In special circumstances, these By-laws may be altered, amended, or repealed, or new By-laws may be adopted, at any meeting of the Board of Directors by a vote of a majority of the Directors in office.

Article 11 – Expulsion or Change of Status of Member

A. Any member who is found to be working against the organization and its principles and objectives may be subject to REFORMA National's guidelines.

Article 12 – Political Limitation and Dedication/Dissolution Clause

A. No substantial part of the activities of this Chapter shall consist of propaganda, or otherwise attempting to influence legislation. The Chapter shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

B. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever benefit any director, officer or member thereof or to the benefit of any private persons.

C. Upon the dissolution of the Chapter, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to REFORMA National.