

BIOLOGICAL SCIENCES DIVISION SPECIAL LIBRARIES ASSOCIATION Newsletter

VOL. 9, NO. 3

SPRING 1983

MESSAGE FROM THE CHAIR

The New Orleans meeting is ready to go with exciting and stimulating programs including continuing education classes, general sessions, division programs, exhibits, parties, and tours. Biological Sciences has Division programs scheduled every day Monday, June 6 through Thursday, June 9. A welcome party and other special events for all conference attendees are planned for Sunday, June 5. Didi Pancake, Conference Program Committee Chair, promises that the conference is specially well planned with easy access to the Rivergate Convention Center exhibit area from the cluster of conference hotels. Two nearby hotels, the Monteleone and the Royal Sonesta, located in the French Quarter, sound especially enticing for those who want to soak up New Orleans' atmosphere.

New Orleans is famous for its jazz, its Creole heritage, and its gourmet dining. It is also the gateway to French Acadia, antebellum plantation homes, and Cajun cuisine. Plan to expand your experiences by organizing a post conference trip--information on South Louisiana will be available at the Division suite. Two side trips that sound particularly appealing are visits to early Acadian settlements near Lafayette, LA, and Southern plantations near Natchez, MS.

See you in New Orleans!

Elisabeth Davis

DIVISION OFFICERS & COMMITTEE CHAIRMEN 1982-83

Chairman

Elisabeth B. Davis
University of Illinois
Biology Library
407 S. Goodwin
Urbana, IL 61801

Chairman-Elect

Doris Bolef
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600 S. Paulina Street
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DataPhase Systems
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Kansas City, MO 64111

Secretary-Treasurer

Ruth Ahl
Purdue University
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West Lafayette, IN 47907

Director

M. Sandra Wood
George T. Harrell Library
Hershey Medical Center
Hershey, PA 17033

Bylaws Chairman

Gretchen Stephens
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Veterinary Medical Library
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West Lafayette, IN 47907

Nominating Chairman

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8600 Rockville Pike
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New Orleans Conference

Local Representative

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The BIOLOGICAL SCIENCES DIVISION NEWSLETTER is published three times per year by the Biological Sciences Division of the Special Libraries Association and is sent to Division members as a membership benefit. Issues may be sent others upon request depending on availability.

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SPECIAL LIBRARIES ASSOCIATION

BIOLOGICAL SCIENCES DIVISION

Financial Statement, January 1, 1982 - December 31, 1982

OPERATING FUND

OPENING BALANCE, JANUARY 1, 1982		\$ 521.31
INCOME		
Allotment from Association	\$ 3,172.00	
Interest Income	23.22	
Transfers from Merrill Lynch, Ready Assets Trust Fund	2,600.00	
Total Income		5,795.22
Total Available for Expenditures		6,316.53
EXPENDITURES AND DISBURSEMENTS		
Newsletter Costs	1,005.44	
Costs for Meetings	461.86	
Bank Charges - Checks	2.73	
Contribution to SLA Building Fund	500.00	
Transfer to Merrill Lynch, Ready Assets Trust Fund	3,172.00	
Total Expenditures and Disbursements		5,142.03
CLOSING BALANCE, DECEMBER 31, 1982		1,174.50

MERRILL LYNCH READY ASSETS TRUST FUND

OPENING BALANCE, JANUARY 1, 1982		5,980.54
INCOME		
Transfer from Operating Fund (Allotment from Association)	3,172.00	
Interest Earned	945.84	
Total Income		4,117.84
Total Available for Expenditures		10,098.38
EXPENDITURES AND DISBURSEMENTS		
Transfers to Operating Fund		2,600.00
CLOSING BALANCE, DECEMBER 31, 1982		7,498.38

FROM SLA HEADQUARTERS SLA WINTER MEETING REPORT

The SLA Board of Directors and Chapter and Division Cabinets gathered at Newport Beach, California, January 26-28 for the 1983 Winter Meeting of the Special Libraries Association.

SLA's Winter Meeting is a three-day long series of housekeeping and business meetings. There are no program sessions.

At the opening Board session, Executive Director, David Bender, announced that SLA's unaudited 1982 financial statement shows a year-end surplus of \$112,000, due largely to income generated by the publications and continuing education programs, SLA's investment portfolio, and the success of the Association staff in reducing annual conference expenditures. The Board voted to allocate the surplus among SLA's Computer Fund (40%), Building Fund (30%), and the Reserve Fund (30%). Of the portion earmarked for the Reserve Fund, \$20,000 will go toward SLA's projected 1983 legal and programming expenses for copyright matters, and \$7,500 will fund some of the activities and programs SLA is planning for its 75th anniversary year (1983-84).

Also the topic of much discussion was the Association's search for a headquarters building in the New York City area and the Building Fund established to provide funds for this project. To date, more than 60 buildings have been inspected. In general SLA Chapter and Division representatives at the Newport Beach meeting, indicated their support of the building search project and the Building Fund.

The Board accepted a recommendation of the Division Cabinet for denial of a petition for the establishment in SLA of a division on women's interests in the profession. It was thought by both the Cabinet and the Board that another means (for example, a section of an already established Division) would be a more appropriate mechanism for accomplishing the objectives of the petitioners.

Other matters considered by the Board and Cabinets were the programs for 1983 and 1984 Annual Conferences, the establishment of a long-range plan for SLA, private sector attempts to curtail the dissemination of databases created at government expense, and the status of federal occupational standards for librarians.

SLA's 1984 Winter Meeting will be held January 23-27 in Colorado Springs, Colorado.

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BIOLOGICAL SCIENCES DIVISION'S VIEW OF NEWPORT BEACH

Doris Bolef

Highlights of the SLA 1983 Winter Meeting

Held at the Newporter Inn, Newport Beach, on the coast of southern California, January 26-28, 1983, I looked forward to a respite from dreary, cold and windy Chicago. For at least half of the time, that was not the case. True, the temperature hovered in the upper 50's and lower 60's, but on the second day I was there, California was visited by the worst storm in forty years. After having lived in Chicago, I am inured to the high wind, but I was not prepared for the rains. I cannot recall seeing such a

continual downpour. There was, therefore, nothing to do but attend all of the meetings, which I did.

Copyright

It was announced that the long awaited copyright report has been published. The report is not at all complimentary to librarians. Representatives from the National Library Associations met under the leadership of SLA's representative, George Ginader, and drew up a statement for endorsement by the respective Association Boards of Directors. For 1983, the SLA Board allocated \$20,000 for legal fees. The Council of National Library and Information Associations have asked all their constituent associations to come out and support librarians' position on copyright.

Government Relations Committee

The Board called for increased government involvement in information dissemination, making such information open and accessible. The Government Relations Committee was directed to prepare and distribute a statement on this issue. The Committee distributed a Fact Sheet on the draft of the U.S. Office of Personnel Management revised standards lowering the entry grade level for librarians. Because of its impact on librarianship, all librarians are urged to write their Senators and Representatives requesting U.S. OPM not to publish the standards until a task force that will include representatives from the library community is established to look into revised standards.

Birthday Celebration

SLA's 75th Anniversary will be celebrated at the New York Meeting in 1984 on Sunday evening, June 10. Mary Vasilakis is planning a media showing of the history of SLA (underwritten by Westinghouse). There will also be souvenirs - tee shirts, logos, paper weights, etc. for sale.

Proposed Women's Issues Division

At the Division Cabinet Meeting, the request submitted by the "Women's Issues" Group for Division status was turned down with the recommendation that other avenues be found to further their activities.

New Quarters for SLA

The lease for the headquarters at 235 Park Avenue South expires in 1987. We are paying \$5.00 per square foot for rent. Comparable rent in that area is \$15.00 per square foot. It is estimated that the rent will increase by 300 percent after the lease expires. Five studies were prepared, and the decision to purchase a building was made. The purchase will require a considerable down payment, and a Building Fund was established. The decision was also made, as a result of the studies, to look for housing in a radius of 50 miles of New York City. To date, over 60 buildings have been inspected. A Fact Sheet on SLA's Building Search has been prepared. Please write to me if you want a copy.

New Publication and New Sections

Of interest was an announcement by the Information Technology Division of the inauguration of a publication on new technologies - microcomputers

graphics, etc., that will have association-wide appeal. The Library Management Division announced the establishment of a Fiscal Resources Section and a Human Resources Section.

1984's Annual Meeting

The theme is: "Information in the Electronic Revolution." The Division Chair-elects were asked to organize programs around that theme, and this Division is already making plans. You will hear more about them at our 1983 Annual Business Meeting in our own Division suite in New Orleans.

Goals

Since there has been considerable interest in the direction that SLA should take, a long-range planning committee with involvement of many chapters had previously drawn up a list of goals. One session was devoted to the establishment of priorities, and the Nominal Group Technique was used.

* * * * *

AND NOW BACK TO DETROIT...

The minutes of the business meeting of the Biological Sciences Division held in Detroit are being included in this issue. Any corrections or additions should be presented at the business meeting in New Orleans. These same minutes will be approved at that time.

MINUTES

Biological Sciences Division/SLA

Business Meeting: June 7, 1982
Presiding: Sata I. Hill

On Monday, June 7, 1982, at 6:00 p.m., in the Division's suite of the Westin Hotel, Detroit, Michigan, the Annual Business Meeting of the Biological Sciences Division, Special Libraries Association, was called to order by Sara I. Hill, Chairman. A total of 23 persons attended. Division Board Liaison, Helene A. Brown, was also present.

When it was determined that a quorum was present, the minutes of the last Business Meeting were accepted as published. The treasurer's report was presented by Secretary-Treasurer, Doris Bolef. The treasury completed the fiscal year with a balance of \$10,005.33.

Elisabeth Davis, Chairman-elect, reported on the Midwinter Meeting which she attended. A discussion ensued on the proposed U.S. Office of Personnel Management Tentative Standards for the Library Information Series, which would eliminate the requirement for a Masters Degree, lower the entry grade level, and arbitrarily separate the profession into two series. SLA, at the Midwinter Meeting, expressed concern and is awaiting developments. It was noted that if the Tentative Standards in their present form become operational, ALA may decide to sue.

There was also some sentiment to change the treasurer's reporting year from a fiscal to a calendar year. It was pointed out that the treasurer is required to present an annual report to the National Office in December and

then prepare a second report at the Annual Meeting when the term of office ends. This second report, from June 1 to May 30, doubles the amount of work expected of this volunteer. Yet, it is difficult to see how a second annual report can be avoided if the membership is to be informed of the Division's finances at the Annual Meeting, and if there is to be an orderly transfer of record to the newly-elected secretary/treasurer.

Elisabeth Davis then discussed plans made thus far for the New Orleans meeting. On Monday, there will be a joint program with the Chemistry and Environment Information Divisions. Sources of information will be discussed and bibliographies will be prepared for distribution. On Tuesday, there will be a luncheon with a speaker, possibly from the Audubon Society. On Thursday, a tour of the U.S. Department of Agriculture is being considered. Because this year's hospitality suite has proved so successful, Betty reported there will be a hospitality suite at next year's Annual Meeting.

Since the Division's bylaws state that former elected officers cannot serve on the Nominating Committee, Sara Hill noted that the Division may have been unwittingly in violation of its own bylaws. Former elected officers have served. It was felt that they may well be in the best position to know the active, conscientious Division members. Doris Bolef introduced a resolution to appoint a Bylaws Committee empowered to reexamine the bylaws for changes that will assist the work of the Division and to assure compliance with the national bylaws. The resolution, seconded by David Self, was passed. Elisabeth Davis then appointed Mike Kronenfeld, Rita Fisher, and Gretchen Stephens (Chairman). The Committee was charged to prepare a report of proposed revisions - or a revamping if that was deemed necessary - for publication in the January issue of the Division's Newsletter.

There was some question about including election of officers ballots as part of the Bulletin mailing. Of the 728 ballots sent out, 67 were returned. Many ballots did not arrive at their destination until the day they were to be returned. Consequently many members could not vote. It was recommended that ballots be sent out by first class mail. Some members did not receive the Bulletin and ballot because SLA address labels are not updated quickly enough. Some members then reported they did not receive the SPECIALIST, nor registration packets for the Annual Meeting. This problem will be brought up at the Division Chapter meeting. It was moved, seconded, and passed to congratulate Karen Horst, Bulletin editor, for a job well done. The next Bulletin editor will be Beverly L. Renford, Hershey Medical Center, Hershey, Pennsylvania.

The Nominating Committee report was given by Chairman, Susan Hill. Doris Bolef was elected Chair and Ruth Ahl was elected Secretary/Treasurer.

Helene Brown, Division Board Liaison, Board of Directors, announced that SLA has established a building fund to raise money for a down payment for a permanent National Office. SLA has a lease until 1988, and the rent will triple when the lease expires. Currently, the National Office is very crowded. A slide-tape, showing the National Offices crowded condition, is being shown at this Annual Meeting. Housing in the Washington, D.C. area was investigated, but the costs are higher than the New York area. The Board decided to consider sites within a 50-mile radius of New York City. The

MINUTES FROM DETROIT, con't.

Board is requesting contributions from individuals, Divisions, and Chapters.

It was moved, seconded, and passed that the Biological Sciences Division contribute \$500.00 to the building fund.

It was announced that the Chair had authorized \$300.00 to help send two members to the Midwinter meeting. Depending on their distance from the location of the Meeting, one was given \$200.00, and the other \$100.00. Sara Hill asked for discussion. It was the sense of the meeting that it was important for officers to be at the planning meeting. If officers are not supported by their organizations for attendance, they should be supported in part for travel by the Division. The exact amount should not be set because the site changes and officers are located in various cities. An expression of opinion: it was suggested that BSD pay for transportation.

Caroline Morris was asked, and consented, to remain as Archivist. It was the sense of the Meeting that BSD should again reserve a hospitality suite and prepare strong programs rather than spend Division funds for an exhibit booth.

It was suggested that we consider what is unique about the Biological Sciences Division, and how it differs from MLA and ALA, Science and Technology Section.

To encourage student membership, it was suggested that we sponsor an essay contest for students. The prize would be room accommodations at the Annual Meeting. Rebecca Martin volunteered to be career guidance counsel with Carolyn Morris, Karen Horst, and Mary Dery. Announcements will be sent to all student chapters and library schools.

The attendees felt that holding the Annual Meeting in a living room type atmosphere with some sitting on the floor set an informal tone to the meeting proceedings, making them lively and enjoyable and boding well for the work of the Division in the year ahead. It was recommended that next year's Annual Meeting be held in a similar informal setting.

There being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Doris Bolef
Secretary-Treasurer
Special Libraries
Association
Biological Sciences
Division

THE NEWSLETTER HAS A NAME AND THE CONTENT HAS A WINNER

Marie G. Abbruzzese from Mary's Help Hospital Library, Daly City, California, has submitted the winning name for the Biological Sciences Division Newsletter. The new name is: BIOFEEDBACK. As the contest winner, Marie will be given a free ticket to the Biological Sciences Division luncheon in New Orleans. The new name will be used with the Fall 1983 issue. Thanks to everyone who submitted names and to those who took time to vote.

VOLUNTEERS NEEDED

Those members wishing to serve on Biological Science Division committees should get in touch with Doris Bolef as soon as possible, or see her in the Division Suite at the Annual Meeting. She is particularly interested in members from the New York City area to take on responsibilities for the 1984 Annual Meeting. Her address is: Doris Bolef, Director, Library of Rush University, 600 South Paulina St., Chicago, Illinois 60612.

BSD 1983 ELECTIONS

Ballots for the 1983 Biological Sciences Division's elections will be sent out by first class mail during March. The current mailing labels from SLA Headquarters will be used. If members have any questions or problems, they can contact David Self, Nominating Chairman, University of Illinois, Veterinary Medicine Library, 2001 S. Lincoln, Urbana, IL 61801. Telephone: 217/333-2193.

COMING UP

National Online Meeting
April 12-14, 1983
New York, NY

Medical Library Association
Annual Meeting
May 27-June 2, 1983
Houston, TX

Special Libraries Association
74th Annual Conference
June 4-9, 1983
New Orleans, LA

American Library Association
Annual Conference
June 24-30, 1983
Los Angeles, CA

Special Libraries Association
Business Meeting for Division Officers
January 23-27, 1984
Colorado Springs, CO

* The next issue of the BSD Newsletter will be *
* mailed in September. Comments, contributions, *
* letters to the editor, and notices are invited. *
* Such items should be sent by August 15, 1983. *
* Mail to: Beverly L. Renford, Hershey Medical *
* Center Library, P.O. Box 850, Hershey, PA. *
* 17033. *

MEMBERSHIP NEWS
Karen Patrias

As of June 30, 1982, membership = 688
As of Dec. 31, 1982, membership = 703

Between June 30 and Dec. 31, total added = 52
Between June 30 and Dec. 31, total dropped = 37
Net gain = 15

Of the 52 who are added:

- 37 are new SLA members
- 15 were already SLA members who added BSD
- 1 institutional member was added
- 3 foreign members were added

WELCOME	WELCOME	WELCOME	WELCOME
NEW MEMBERSHIP LIST July-December 1982			

Name	Location
ALLEN, Karen E.	Lafayette, CA
ANDERSON, Jean	Seattle, WA
BENT, Elaine A.	Etna, NH
BRAHMI, Frances A.	Indianapolis, IN
BROWNE, Michael J.	Emporia, KS
CARMAN, Olga, Mrs.	Cincinnati, OH
CERUTTI, Elsie	Gaithersburg, MD
CHAN, Margy	Toronto, ON, CANADA
CRAHAM, Elisabeth S., Mrs. ...	Los Angeles, CA
CUCA, Claudia B.	St. Louis, MO
DAVIDSON, Lloya A.	South Bend, IN
DRAPER, S. Garland	Santa Monica, CA
EMAHISER, Joan A.	Dearborn, MI
EMDE, Judith Z.	Sheridan, AR
EMERY, Betty S.	Solvay, NY
FALVEY, Genemary H.	Huntington, NY
ORSTER, Frances E.	Austin, TX
GIVENS, Mary K.	Memphis, TN
GRACE, Judith A.	Teaneck, NJ
HAWVER, Nancy	Santa Barbara, CA
HENDERSON, James F.	Vancouver, BC, CANADA
HISHIDA, Joan K.	Pleasant Hill, CA
KASLE, Constance S.	Carrollton, TX
KELLER, Sharon A.	Buffalo, NY
KELLY, Jane A.	Washington, DC
KETCHELL, Debra S.	Reno, NV
KIMBLE, Mary E.	Emporia, KS
KRONENFELD, Michael R.	Columbia, SC
LEWANDOWSKI, Joseph J.	San Francisco, CA
LOPEZ, Frank Domingo	San Francisco, CA
LUVALLE, Jean L.	Palo Alto, CA
MEIER, Richard Y.	Champaign, IL
NEEL, Virginia D., Mrs.	Bowling Green, KY
O'NEILL, Susan Tool	Elm Grove, WI
OPPENHEIM, Roberta A.	Milton, MA
PARKS, Mary A.	Sarasota, FL
PAULSEN, Dorothy J.	Oakland, CA
PRIDE, Shirley A.	Indianapolis, IN
RAY, Laura E.	Cleveland, OH
ROBBINS, Lora A.	Memphis, TN
RUEBY, Cheryl R.	Kirkwood, MO
SARGENT, Wilford R.	Columbia, SC
SCHOTT, Marcelline A.	Topeka, KS
SEGLIN, Adelia P., Mrs.	Clearwater, FL
SHARON, Tamara, Mrs.	Riverdale, NY
STRUB, Liza J.	Austin, TX
SUTTER, Mary Anne	Columbia, IL
SYMONDS, Susan P.	Hartford, CT
UNIVERSITY of Lagos	Lagos, NIGERIA
VAIL, Evelyn J.	Champaign, IL
WALKER, Alice Q.	Aiken, SC
YORKS, Melissa L.	Bethesda, MD

JOB LINES

SpecialLine - Special Libraries Association -
in operation 7 days a week, 24 hours a day
and is updated with new positions open every
second Friday - 212/460-9716.

American Society for Information Science (ASIS)
202/659-1737
Association of College and Research Libraries
312/944-6795
British Columbia
604/263-0014
California Library Association
916/443-1222 or 213/629-5627
Employment Committee of the Texas Chapter
Special Libraries Association
713/765-2375
Florida State Library
904/488-5232
Georgia Library Association/JMRT
404/634-5726
Library Jobline of Illinois
312/828-0930 (24 hours)
Maryland Library Association
301/685-5760
Metropolitan Washington Library Jobline
202/223-2272
Midwest Job Line
517/487-5617 312/644-1896 (to list a job)
Missouri-Kansas-Nebraska Special Libraries
816/942-7082
New England Library Jobline
207/623-2286
New Jersey Library Association
609/695-2121
New York Library Association Jobline
212/227-8483
New York Special Libraries Association
212/753-7247
North Carolina State Library
919/773-6410
Oregon Job Line
503/585-2232
Pacific Northwest Library Association
206/543-2890
Pennsylvania Cooperative Jobline
412/362-5627
South Carolina Jobline
803/777-8443
Special Library Association: Southern CA. Chapter
213/795-2145
Texas State Library Jobline
512/475-0408 512/475-4110 (to list a job)
Virginia Library Jobline
804/355-0384
Washington, DC
202/223-2272

BYLAWS

To: Members of the Biological Sciences
Division/SLA
From: Gretchen Stephens, Division Bylaws
Committee Chair
Date: January 15, 1983
Subject: Proposed revision of the Biological
Sciences Division/SLA Bylaws (last
amended June 1980)

In June 1982, the Division Executive Board created a Bylaws Committee to review the Division bylaws and recommend amendments as appropriate. Michael Kronenfeld, Rita Fisher and I were then appointed to the Committee by Division Chair, Elizabeth Davis. Due to certain difficulties in Division structure in past years, our past and current officers suggested several changes which were included in committee considerations.

Major amendments included in proposed revision (dated 12/10/82) are as follows:

All members of the Executive Board, rather than just the chair and chair-elect, shall be Members, Associate Members or Retired Members of Special Libraries Association. As SLA Bylaws requires all elected officers to hold the aforementioned membership, this change should bring the Division in line with the Association. (Article III, Section 2)

The current Division bylaws lacked a term of office section leaving such information to be interpreted from "Article IX, Section 2." (Article III, Section 5)

The difficulties caused by having both the Division Chair and Secretary-Treasurer sign checks was addressed by eliminating certain phrases in Article IV, Section I and Section 4.

Duties of the immediate past chair and the director were further detailed. (Article IV, Section 5 and 6)

The number of members needed to sign various petitions was lowered. (Article V, Section 2/ Article VII, Section 1/Article IX, Section 3)

The percentage of members having to vote on "special" mail-ballot questions for resolution of the question was lowered. (Article V, Section 5)

Changes were made in the appointment and composition of the Nominating Committee that will hopefully facilitate that committee's work. (Article IX, Section 1)

Due to problems with U.S. Bulk Mail, election ballots would be mailed forty-five days before the annual business meeting rather than thirty days. (Article IX, Section 4)

In addition, corrections in spelling and punctuation were made and all major additions to the bylaws were underlined.

In accordance with our current Division bylaws (Article XIII), the proposed revision was submitted to the Association Bylaws Committee and approved by their chair, Doris Lee Schild, on January 6, 1983. The complete copy of the bylaws follows in this issue of the Division Bulletin fulfilling the

requirement for "written notice containing the text of the proposed amendment...sent to each member at least thirty days before the meeting at which it is to be considered." Thus, this revision will be submitted to the members present at the Division annual business meeting in New Orleans this June for their vote.

The Bylaws Committee hopes that this revision resolves most of the difficulties in Division structure and stimulates greater member involvement in the Division. If you have any questions concerning the proposed revision, please call or write me (Gretchen Stephens, Veterinary Medical Library, 108 Lynn Hall, Purdue University, West Lafayette, IN 47907 (317) 494-2852).

BYLAWS

REVISION 12/10/82

BIOLOGICAL SCIENCES DIVISION SPECIAL LIBRARIES ASSOCIATION

ARTICLE I. NAME AND OBJECTIVES

Section 1. The name of this organization shall be Biological Sciences Division, Special Libraries Association, hereafter referred to as the "Division."

Section 2. The objectives of this Division shall be those of the Special Libraries Association: to provide an association of individuals and organizations having a professional, scientific or technical interest in library and information science, especially as these are applied in the recording, retrieval and dissemination of knowledge and information in areas such as the physical, biological, technical and social sciences and the humanities; and to promote the improve the communication, dissemination and use of such information and knowledge for the benefit of libraries or other educational organizations.

Section 3. The scope of this Division encompasses the biological sciences, both pure and applied, and the acquisition, organization, dissemination, and use of biological information in all forms.

ARTICLE II. MEMBERSHIP

Section 1. The membership of the Division shall be all those members of Special Libraries Association who elect to affiliate with the Division.

Section 2. Members, Associate Members and Retired Members of the Association who are members of the Division shall have the right to vote and to hold any elective or appointive office in the Division.

Section 3. Student Members of the Association who are members of the Division shall have the right to vote and to hold any appointive, but not elective, office in the Division.

Section 4. The rights and benefits of Sustaining Members and Honorary Members shall be determined by the Association Board of Directors.

Section 5. All members shall receive the Division official bulletin free.

ARTICLE III. EXECUTIVE BOARD

Section 1. There shall be an Executive Board that shall have the power and authority to manage the Division's property and to regulate and govern its affairs. The Board shall determine policies and changes therein within the limits of the Bylaws of the Association and of the Division and shall take

such actions as it considers necessary to carry out the objectives of the Division, and shall perform such other functions as the membership may direct.

Section 2. The Board shall consist of five members elected by the membership: the chair, the chair-elect, the immediate past chair, the secretary-treasurer and one director. All members of the Executive Board shall be Members, Associate Members or Retired Members of Special Libraries Association.

Section 3. The Board shall hold at least one meeting annually and may hold additional meetings upon call of the chair or upon written request of any member of the Board. Three members of the Board shall constitute a quorum.

Section 4. A vacancy in the membership of the Executive Board, except in the office of chair and chair-elect, shall be filled by majority vote of the remaining members of the Board. This Board-elected member is to serve until the next annual election.

Section 5. The term of office of chair, chair-elect, and immediate past chair shall be one year. The term of office of the secretary-treasurer and director shall be two years. All members of the Executive Board shall serve until their successors are elected and assume their duties. The term of office shall commence at the adjournment of the Association Annual Business Meeting, or, if there is no Annual Business Meeting, on July 1 following the election.

ARTICLE IV. OFFICERS

Section 1. The chair shall be the chief executive officer of the Division and, subject to the Executive Board, shall have general supervision and control over its affairs; shall be responsible for supervision of Division program planning for the Association Annual Conference during the year the office is held; shall preside at all business meetings of the Division and of the Executive Board; shall recommend to the Board such measures considered desirable to further the objectives and broaden the effectiveness of the Division; with the secretary-treasurer shall sign all contracts and other legal documents; shall be a member ex officio of all committees except the Nominating Committee; with the chair-elect shall represent the Division at meetings of the Division Cabinet during the Association Year in which the office is held, or, if either is unable to attend, shall designate a Member, Associate Member or Retired Member of the Division to serve as alternate representative; shall prepare such reports as may be required by the Division Cabinet officers and shall be responsible for the preparation of such reports as may be required of other Division officers by the Division Cabinet officers.

Section 2. The chair-elect shall assist the chair in the performance of the duties of the chairmanship; with the chair, shall represent the Division at meetings of the Division Cabinet during the Association Year in which the office is held; and in the event of absence or withdrawal of the chair, shall assume all the duties and obligations of the chair.

Section 3. The secretary-treasurer as secretary shall keep a record of all meetings of the

Division and of the Executive Board; with the chair, shall sign all contracts and other legal documents; and shall perform such other duties as the chair may assign.

Section 4. The secretary-treasurer shall have custody of the Division funds; shall sign all checks drawn upon Division funds unless determined otherwise by the Executive Board; and shall furnish such financial statements as may be required by the Executive Board, the chair, and the Association Division Cabinet Officers.

Section 5. The immediate past chair shall be a member of the Executive Board, shall act as the Bylaws Committee Chair as needed, and shall carry out such duties and special projects as the chair may assign.

Section 6. The director shall be a member of the Executive Board, shall act as parliamentarian for the Division, and shall carry out such duties and special projects as the chair may assign.

ARTICLE V. MEETINGS

Section 1. The Division annual business meeting shall be held during the Association Annual Conference, or, if there is no Conference, upon call of the chair. At least one business meeting shall be held during the term of office of each elected Executive Board.

Section 2. Special meetings may be held upon call of the Executive Board or on petition of twenty members of the Division. Notice of a special meeting shall specify the business to be transacted, and no business other than that stated in the notice shall be considered.

Section 3. Notice of meetings in writing or printed in the Division official bulletin shall be sent to each member at least thirty days before the meeting.

Section 4. A quorum for the transaction of business shall be twenty Division members.

Section 5. Whenever in the judgment of the Executive Board, a question arises which cannot await the annual business meeting, the Executive Board may submit the question for vote by mail. The closing date for the return of mail votes shall be established by the Board. The question presented shall be resolved by a majority vote provided twenty-five percent of the members have voted.

Section 6. When not in conflict with these Bylaws, Robert's Rule of Order Revised (latest edition) shall govern all deliberations.

ARTICLE VI. COMMITTEES

Section 1. Standing and special committees shall be established by the Executive Board for the purpose of delegating such powers and functions as the Board finds desirable for the conduct of its business and for carrying out the objectives of the Division. These committees shall be responsible to the Board.

Section 2. The Division chair shall appoint the members and designate the chair of all committees except the Nominating Committee. Appointment to standing committees shall be for two years, unless

determined otherwise by the Executive Board. No member may serve continuously on any one committee in excess of four years.

Section 3. Committee chairs may participate in meetings of the Executive Board but shall not have the right to vote.

Section 4. Each committee shall submit to the Executive Board a written report of its activities throughout the year, together with any recommendations considered necessary or advisable. Additional reports may be submitted by a committee or requested by the Board or the Division chair.

Section 5. Funds for committee expenses shall be authorized by the Executive Board.

ARTICLE VII. SECTIONS

Section 1. Sections relating to definite areas of interest within a Division may be established by the Executive Board upon written petition of thirty members of the Division who desire to participate in the activities of the proposed Section. Sections shall receive needed operating funds from the Division, and shall submit to the Division Executive Board an annual report including a financial statement. Should dissolution of a Section occur, its assets shall revert to the Division. Formation or dissolution of a Section shall be reported to the Division Cabinet officers.

ARTICLE VIII. FUNDS, CONTRACTS AND PROPERTY

Section 1. Funds for Division expenses shall be derived from the Association as an allotted share of the annual dues paid by Division members. Eligibility for this allotment is based on submission to the Division Cabinet officers of the Division financial statement for the previous year and on its acceptance by those officers. Requests for additional funds or loans may be submitted to the Division Cabinet officers for presentation to the Association Board of Directors for its consideration. All funds received by a Division shall be used for purposes incident to the fulfillment of the Division's objectives. Should dissolution of the Division become necessary, its assets shall revert to the Association.

Section 2. Any agreement or contract entered into by the Division shall have advance approval of the Executive Board. If liability exceeds the Division's available or budgeted funds, prior notification to the Division Cabinet officers shall be made for the purpose of obtaining the required advance approval of the Association Board of Directors. All affiliate and contractual relationships shall be directed toward the best interest of the Division and the Association and shall protect its property and identity.

Section 3. Purchase of property by the Division shall have the written approval of the Executive Board. If the cost is over \$1,000, it shall have the advance approval of the Division members. If it exceeds the Division's available or budgeted funds, or exceeds \$1,000, prior notification shall be made to the Division Cabinet of officers for the purpose of obtaining the required advance approval of the Association Board of Directors.

Section 4. Officers, members of the Board, or committee chairs who will be incurring expenses connected with official programs of the Division

shall obtain prior authorization for the expenditure from the chair or the treasurer. Officers, Board members, and committee chairs shall be reimbursed by the secretary-treasurer for authorized expenses upon presentation of itemized receipts.

ARTICLE IX. NOMINATIONS

Section 1. A Nominating Committee for each election of members of the Executive Board shall be appointed by the Board no later than nine months prior to the annual business meeting. This committee shall be composed of four members, no one of whom shall be a member of the Executive Board, but one of whom shall be a member of the previous Nominating Committee.

Section 2. Each year, the Nominating Committee shall present at least two candidates for chair-elect, and in alternate years for secretary-treasurer, and one director, each of whom will serve for two years. The Committee shall obtain the written acceptance of each nominee prior to submission of its report.

Section 3. The report of the Nominating Committee shall be published in the official bulletin or otherwise sent to Division members at least ninety days before the Division annual business meeting. Further nominations, accompanied by written acceptance by the nominee, may be entered by petition of twenty Division members, and shall be filed with the Nominating Committee at least sixty days before the annual business meeting.

Section 4. Election shall be by printed ballot mailed to each Division member forty-five days before the Division annual business meeting. The candidate who receives the largest number of votes for any office shall be elected. In the event of a tie, election shall be by majority vote of the members present at the Division annual business meeting.

Section 5. If a vacancy occurs in the office of chair-elect, there is to be a special election to fill that office. The special election is to take place within sixty days after the office becomes vacant by mail ballot. Nominees for the office shall be selected by the Nominating Committee and a plurality of those voting will determine the person to serve the unexpired term and succeed as chair.

ARTICLE X. PUBLICATIONS

Section 1. Control of all publications of the Division for the members shall be vested in the Executive Board.

Section 2. The Division shall not be responsible for statements or opinions advanced in its publication or at meetings of the Division, or for statements by any of its members except those authorized by the Division Executive Board or those reflecting duly established policies of the Division or Association.

ARTICLE XI. DIVISION REPRESENTATION AND AFFILIATION

Section 1. Division representatives to joint committees and meetings of other societies having objectives allied to those of the Division and of the Association shall be appointed by the chair. Such representatives shall submit at least one

written report to the Executive Board during the year.

Section 2. Upon approval by a majority of the Division members voting, the Division may affiliate or disaffiliate with a common interest organization provided that:

- 1) The objectives of such organization are consistent with those of the Division and of the Association, and
- 2) The activities of such organization are not in conflict with Article I: Sections 3, 4, and 5 of the Association Bylaws.

Any other affiliation, including that with a national or international organization, shall be approved by the Association Board of Directors. Notices of affiliations and disaffiliations shall be reported to the Division Cabinet officers and to the administrator of the Association office.

ARTICLE XII. DISSOLUTION AND MERGER

Section 1. The Division may petition for dissolution, or for merger with another Division, by mail vote of its membership, the ballots to be mailed not more than forty-five days after an annual business meeting at which a majority of the members present votes that it no longer meets the needs of the membership. If two-thirds of the mail ballots favor dissolution, or merger, the petition shall be submitted to the Division Cabinet officers for presentation to the Association Board of Directors which shall make the final decision.

Section 2. In the event of dissolution, all assets of the Division shall revert to the Association. In the event of merger, assets shall become a part of the new merged unit, as decided upon by the two bodies concerned. Any other monies shall revert to the Association.

ARTICLE XIII. AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote of the members present and voting at any Division meeting, provided written notice containing the text of the proposed amendment has been sent to each member at least thirty days before the meeting at which it is to be considered.

Section 2. Amendments may be proposed by the Executive Board, the Bylaws Committee or ten members of the Division. Proposals originating in the Executive Board or in the Bylaws Committee shall be approved by a two-thirds vote of the Board before submission to the members. Proposals originating by petition shall be submitted in writing to the Executive Board and shall be presented to the members with the recommendations of the Board.

Section 3. Any revision in or amendments to the Division Bylaws shall be submitted to the Association Bylaws Committee for review before presentation to the Division membership.

These Bylaws were:

Approved by the Bylaws Committee, Special Libraries Association.

Signed: Doris Lee Schild, Chair Jan. 6, 1983

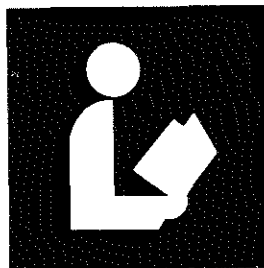
Approved by the Division membership _____,
Chair. Date _____.

CLIP AND SAVE! CLIP AND SAVE! CLIP AND SAVE!

BIOLOGICAL SCIENCES DIVISION ACTIVITIES AND PROGRAMS - NEW ORLEANS

- | | |
|-------------------------------------|--|
| Monday, June 6
3:00-5:00 p.m. | Panel on Hazardous Wastes -
Information Resources. Co-
sponsored by BSD, Chemistry
and Environmental Information. |
| Tuesday, June 7
1:00-2:30 p.m. | Luncheon Meeting. Speaker:
Lois Elmer Bannon. Topic:
Audubon Editions. |
| 5:00-7:00 p.m. | Biological Sciences Division
Meeting. Division Suite**. |
| Wednesday, June 8
3:00-5:00 p.m. | Nancy Vaupel - "Project and
Progress at BIOSIS." |
| Thursday, June 9
9:00-noon | Tour of the USDA Southern Re-
gional Research Center. Co-
sponsored with Environmental
Information |

**All members, both old and new, are invited to visit the Divisional Suite. The Suite will be open from 5-8 p.m., Sunday through Wednesday evening. Wine and cheese will be served. The location of the Division Suite will be posted in the Registration Area. It will also be included in the Specialist Supplement available the second day of the meeting. Do stop by and say hello!



NATIONAL LIBRARY WEEK
APRIL 17-23, 1983



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