

**Society for Chinese Studies Librarians (SCSL)**

# **Organizational Handbook**

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# **Constitution of the Society for Chinese Studies Librarians**

## **I. Mission**

The Society for Chinese Studies Librarians (the SCSL thereafter), registered in the United States, is a non-profit, non-political academic organization aimed at promoting scholarly activities, professional exchange, information sharing, and project cooperation among Chinese studies librarians, so as to make contributions to China studies in general and to Chinese resources study in particular.

## **II. Membership**

1. The SCSL members are Chinese studies librarians who join the organization of their own free will. The SCSL also accepts applicants who are not Chinese studies librarians, yet possess a strong interest in conducting research on materials related to China studies.
2. The SCSL members pay a one-time entry fee of \$180 to be officially affiliated with the organization. No annual membership fee is required.
3. The members enjoy the privileges of participating in SCSL activities, playing a role in decision-making, voting in important matters, and serving as officials of the organization. All members are entitled to equal rights and equal opportunity in the organization.

## **III. Organizational Structure**

1. The SCSL is composed of a board of directors and five working committees under the board of directors. The board of directors is made up of the president and 6 board directors. The president is in charge of general SCSL affairs. The 6 board directors assume the positions of Executive Director and chairs of 5 working committees respectively.
2. The SCSL members can self-nominate or nominate others for candidacy for the board directorship. The election of the board directors is decided by a vote of all of the members. The tenure of the board directors is two years. The elected board director who receives the most votes will serve as the SCSL president. The SCSL president can serve only one term; the board directors can serve for a total of no more than two consecutive terms.
3. The president-elect assigns the board directors-elect to be Executive Director or to chair a working committee. There are 5 working committees: the Committee for General Affairs, the Committee for Scholarly Activities, the Committee for Professional Activities, the Committee for Information Exchange, and the Committee for the SCSL Journal. The committee chairs will in turn invite the SCSL members to join the working committees. There is no limit for the size of each committee.
4. The Executive Director assists the president for general SCSL affairs. The Committee for General Affairs is responsible for the SCSL new member admissions, elections, and annual membership meetings. The Committee for Scholarly Activities is responsible for academic events. The Committee for Professional Activities is responsible for professional cooperation and outreach. The Committee for Information Exchange is responsible for the SCSL website, newsletters,

member directory and database construction. The Committee for the SCSL Journal is responsible for the publication of the society journal.

5. The SCSL encourages the full participation of all members. On the premise of personal agreement, the SCSL will invite all members to join one of the five committees.

6. The SCSL sets up an Advisory Committee with its members decided by the board of directors. The term for an advisor is two years, and could be reappointed as the board sees appropriate.

7. The SCSL sets up a permanent Secretary position, responsible for the financial affairs and the organizational registration of the Society. The position is appointed by the board of directors for a term of four years, and could be reappointed. Executive Director serves as backup. Secretary participates in meetings of the board of directors, but has no voting right on the appointment of the position.

#### **IV. Activities**

1. The SCSL holds a membership meeting once a year. The annual meetings are jointly organized by the Committee for General Affairs and the local members of the cities where the annual meetings will be held. The agenda of the annual membership meeting includes work reports, future plan reviews, general affair discussions, and member networking.

2. The Committee for Scholarly Activities is responsible for organizing the SCSL academic activities, including cooperative research projects and academic conferences. Research projects may be initiated by individual members, and approved and coordinated by the Committee for Scholarly Activities. Academic conferences may be held independently by the SCSL or in cooperation with other organizations.

3. The Committee for Professional Activities coordinates professional activities among the SCSL members, including but not limited to professional exchanges, overseas visits, lectures and workshops.

4. The Committee for Information Exchange is responsible for setting up and maintaining the SCSL website, publishing newsletters, compiling the SCSL member directory, and constructing and updating databases.

5. The *Tianlu Luncong* is the academic journal officially published by the SCSL. The Committee for the SCSL Journal is responsible for its publication.

6. The SCSL actively seeks cooperation and partnership with other academic organizations.

#### **V. Revision of the Constitution**

Any revisions to the constitution must be voted and approved by two thirds of the SCSL members.

March 23, 2010, Philadelphia, PA, United State of America

First amended March 22, 2019, Denver, Colorado, United State of America

# **Executive Board**

## **Board of Directors**

### **Composition**

The board of directors is made up of the elected president and 6 board directors. The appointed secretary participates in meetings of the board of directors, with no voting right on the appointment of the position.

### **Election**

The board of directors is decided by a vote of all of the members. The elected board director who receives the most votes will serve as the president. The election result shall be announced within two weeks after the election ends, leaving adequate time to form and be announced at the next member meeting.

### **Tenure**

The tenure of the board directors is two years. The president can serve only one term; the board directors can serve for a total of no more than two consecutive terms.

## **President**

### **Major Responsibilities**

The chief responsibilities of the president are to lead the organization and develop visions and strategies to achieve its mission. The president is in charge of general SCSL affairs and chairs the Board of Directors. The newly elected president appoints the Executive Director and chairs of the five working committees from the elected board members. The president provides support for the board members and engages in fundraising.

### **Procedure**

Within the first months of SCSL annual meeting, the newly elected president appoints committee chairs and Executive Director. S/he works with the committee chairs for committee charges and work plans. The president will also work with the committee chairs to recruit committee members.

Usually, the president lays out his/her initiatives during the two-year term. S/he also discusses with the board to decide on communication methods for the board in addition to the annual meeting, composes the roster for board members, and starts a board email list.

The president announces to SCSL members the new Executive Director and committee chairs.

The president works with Chair of Committee for Scholarly Activities and the board to determine annual program and runs annual meeting.

The president is responsible for inviting and signing invitation letters for speakers and special guests to SCSL annual meeting.

The president writes a message/report for each SCSL newsletter.

## **Executive Director**

### **Major Responsibilities**

Assists the president for general SCSL affairs, recruits members, updates documents, and leads taskforces. Represents the president when s/he is not available. Other duties are assigned as needed.

## **Standing Committees**

### **Committee for General Affairs**

#### **Charge**

Responsible for new member admissions, elections, and annual membership meetings. The annual meetings are jointly organized by the Committee for General Affairs and the local members of the cities where the annual meetings are held. The agenda of the annual membership meeting includes work reports, future plan reviews, general affair discussions, and member networking.

#### **Major Responsibilities**

Chair of CGA may form the following taskforces:

- Annual meeting planning taskforce.  
Arrange the logistics of the annual meeting. Identifies a meeting venue close to the AAS

conference hotel; decides on menu for SCSL lunch, if possible includes a light breakfast; posts announcement of annual meeting on SCSL website announcing the annual meeting with RSVP option to the SCSL list.

- Election taskforce (every election year).  
Sends call for nominations and self-nominations, approaches potential candidates; confirms with nominated candidates that they would serve if elected; creates online voting ballot to be sent to members only; seals the election results to be announced at annual meeting.

### **Committee for Professional Activities**

#### **Charge**

Responsible for professional cooperation and outreach, coordinating professional activities among the SCSL members including but not limited to professional exchanges, overseas visits, lectures, and workshops.

#### **Major Responsibilities**

- Conducts fund raising through working with potential agencies and companies.
- SCSL and CASHL are the co-organizer for the Sino-American Academic Library Forum. Coordinates SCSL members with registration and travel arrangements, when forum is held in China; cooperates with CASHL and host institution to work on logistics when forum is held in North America.

### **Committee for Scholarly Activities**

#### **Charge**

Responsible for organizing the SCSL academic activities including cooperative research projects and academic conferences. Research projects may be initiated by individual members, and approved and coordinated by the committee for scholarly activities. Academic conferences may be held independently by the SCSL or in cooperation with other organizations.

#### **Major Responsibilities**

- Organizes scholarly research information exchange program and special events at SCSL annual.

- Explores and initiates research and publishing projects.

### **Committee for Information Exchange**

#### **Charge**

Responsible for maintaining the SCSL website, publishing online newsletters, facilitating communication among members, setting up and maintaining the SCSL website, working with the Committee of General Affairs to update the SCSL members directory and group listserv, and constructing and updating databases.

#### **Major Responsibilities**

- Maintains and updates the SCSL website.
- Updates SCSL member directory and group listserv.
- Publishes online SCSL Newsletter.
- Makes announcement on the SCSL website on behalf of the SCSL President.
- Collaborates with other SCSL committees/task forces to support SCSL organized/sponsored conferences/workshops.

### **Liaison to the Editorial Committee of the Journal of SCSL**

#### **Charge**

Serves as liaison to the Editorial Committee of the *Tianlu Luncong*; works with Editors-in-Chief to ensure the publication of the SCSL Journal.

#### **Major Responsibilities**

- Keeps close contact with the designated editors of *Tianlu Luncong*; provides assistance as appropriate to pass out announcements and notices to potential paper presenters on the content and format.
- Reports periodically to the Board of Directors on issues related to publication of the journal.



## Secretary

### Charge

Responsible for maintaining and managing the Society's finance and registration activities as assigned by the Board of Directors.

### Major Responsibilities:

- Maintain and manage the Society's bank account, including bookkeeping;
- Handle the Society's financial activities such as payment and reimbursement based on the approval of the President, or the Executive Director if the President is not available;
- Handle the Society's registration and related issues such as renewal and tax filing if applicable, and report to the Board of Directors;
- Maintain and archive the Society's legal and other documents.

### Terms

- Secretary is assigned a 4-year term by the Board of Directors, and the term may be extended by the Board of Directors. The Board of Directors shall appoint a backup person for the bank account matters.

## Executive Board Organizational Calendar

### YEAR ONE

#### March

SCSL Annual Meeting (Friday Morning after the CEAL Annual Conference)

- President's Remarks and Committee Reports.
- Newly elected President's announcement of the incoming Board of Directors.
- Theme meeting. Organized by Committee for Scholarly Activities.

Committee for Professional Activities may organize social events following CEAL/SCSL meetings or at occasions when appropriate to promote professional corporations among members.

#### April

Committee chairs submit to Board for approval of the Committee’s proposed committee members, a statement of goals, and work plans for the term.

### **May**

Committee for Information Exchange completes updates SCSL website with new Board of Directors and Committee members.

### **June**

Committee for Professional Activities begins to co-organize “Forum on Sino-American Academic Library Forum on Cooperation and Development” with China Academic Social Sciences and Humanities Libraries (CASHL), to be held next year.

### **November**

Chair of Committee for General Affairs forms annual meeting planning task force, which is charged to plan the logistics of SCSL annual meeting.

Committee for Professional Activities sends call for presentation proposals via SCSL listserv for “Forum on Sino-American Academic Library Forum on Cooperation and Development.”

Committee for Information Exchange sends call for SCSL Newsletter.

### **December**

Committee for Information Exchange sends Newsletter to SCSL Listserv.

### **January**

Committee for Scholarly Activities begins preparing SCSL theme meeting.

### **March**

President sends SCSL annual report to listserv, including reports from each committee.

## **YEAR TWO**

### **March**

SCSL Annual Meeting (Friday 8AM-noon)

- President’s Remarks and Committee Reports.
- Theme meeting. Organized by Committee for Scholarly Activities.

Committee for Professional Activities may organize social events following CEAL/SCSL meetings or at occasions when appropriate to promote professional corporations among members.

### **Summer or other time as decided**

Committee for Professional Activities works with CASHL to implement “Sino-American Academic Library Forum on Cooperation and Development.

### **November**

Chair of Committee for General Affairs appoints ad hoc committee, the Election Committee, who are members of CGA.

Chair of Committee for General Affairs forms annual meeting planning task force, which is charged to plan the logistics of SCSL annual meeting.

Committee for Information Exchange sends call for SCSL Newsletter.

### **December**

Chair of Election Committee sends call for nomination/self-nomination to SCSL Listserv.

Committee for Information Exchange sends Newsletter to SCSL Listserv.

### **January**

Committee for Scholarly Activities begins preparing SCSL theme meeting.

### **February**

Chair of Election Committee sends election ballot to SCSL Listserv.

Chair of Election Committee announces election results of the Board two weeks after the election ends.

### **March**

President sends SCSL annual report to listserv, including reports from each committee.

Newly elected President works on the appointments of the committee chairs.