

Omicron Chapter of Beta Phi Mu (BPMO)

Chapter By-Laws

Article I. Name

Omicron Chapter of Beta Phi Mu

1. This organization shall be known as the Omicron Chapter of Beta Phi Mu at the Rutgers University School of Communication and Information (SC&I)

Article II. Purposes

1. The purposes of the Omicron Chapter of Beta Phi Mu are to recognize scholastic achievement in the study of librarianship and to support appropriate professional and scholarly projects.

Article III. Membership

1. Any member of Beta Phi Mu in good standing, who elects membership in Omicron Chapter, is eligible.
2. Membership in Beta Phi Mu may be conferred by Omicron Chapter in accordance with the by-laws of Beta Phi Mu.
3. Honorary membership in the Chapter may be conferred in accordance with the by-laws of Beta Phi Mu.

Article IV. Officers

1. The Officers, who must be members in good standing of the Chapter, shall be a president, a vice-president, a secretary, a treasurer, a membership officer, a communications officer, and a faculty advisor. These Officers, together with the immediate past president, *ex officio*, shall constitute the Executive Board.
2. The Officers shall be elected by a simple majority vote of those members present and voting at the annual business meeting, with those elected taking office at the conclusion of the meeting.

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3. Officers shall serve a term of office beginning upon the adjournment of the meeting in which they are elected and running for two years until the adjournment of the business meeting at which their successors are elected. In addition, Officers shall serve in an ex-officio capacity for one month after their successors are elected to assist in transitioning and onboarding the new officers. Terms shall be staggered with no more than half plus one of the terms ending in any given year.
4. Vacancies in office shall be filled by a vote of the remaining members of the Executive Board. Such appointees shall serve until the next annual business meeting.
5. The Officers shall perform the customary duties pertaining to their offices as described below and such other duties as may be assigned by the president.

President duties include: (2 yr position) (Odd Year)

- Lead organization of annual dinner and fall colloquium
- Attend in-person and web-based Board Meetings to prepare for Spring meeting and annual newsletter
- Coordinates logistics for meetings and events, including speakers, venue, theme, and workflow
- Sends out invitation letters and forms in the name of the president to new member candidates
- Notifies winner(s) of scholarship and non-winners following decision; coordinates with Treasurer to include scholarship awards with notifications to awardees.
- Introduces speakers at Colloquium Event and all organization events
- Submits chapter updates to National
- Raises funds from outside sources; maintains relationships with sponsors.
- Represents the organization in official functions such as
 - Soliciting donations
 - Inviting speakers
 - Presentations to outside organizations

Vice President duties include: (2 yr position) (Even year)

- Assists in maintaining website
- Assists in writing newsletters and updating all scholarship and membership forms
- Distributes and receives applications for scholarship
- Organizes Executive Board voting/selection
- Substitutes for the President when the President is not available or as specifically delegated by the President, for example:
 - Leading meetings.
 - Representing the organization at outside events.

Treasurer duties include: (2 yr position) (Even Year)

- Collect dues
- Send dues and names of candidates and new initiates to BPM National
- Submits annual tax filings (in January).
- Handles all interactions with the bank, IRS, and financial institutions.
- Deposits checks and makes payments; reconciles bank statements with organization records.

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- Coordinates with Membership Chair and Secretary to submit new membership paperwork and dues to National
- Compiles financial data and submits Treasurer's report at Annual Meeting
- Keeps track of annual dues, dinner payments, and scholarship amounts

Secretary duties include: (2 yr position) (Odd Year)

- Updating membership/scholarship and other forms
- Assist in maintaining the website
- Attend in-person and web-based Board Meetings to prepare for Spring meeting and annual newsletter
- Maintain meeting minutes for BPMO Board meetings
- Records minutes at meetings and events
- Assists in maintaining website and writing newsletters
- Maintains archives and current records and documents, including legal and organizational filings, and revisions and updates
- Manages organization's official filings with the state, federal government (other than IRS and financial matters), and other outside organizations not discussed elsewhere.

Membership Chair duties include: (2 yr position) (Odd Year)

- Encourage new member invitees to join and existing members to renew
- Reach out to nominees and existing members a few hours per month
- Listen to the needs and interests of members
- Participate in Executive Board meetings
- Maintains Membership List, provides a current copy to the Secretary, and coordinates with Treasurer to record annual updates
- Receives new member applications and renewal forms. Coordinates with Treasurer to confirm payment receipts.
- Communicates with member prospects to encourage joining.
- Communicates with existing members to encourage renewal.
- Communicates with lapsed members to encourage re-joining.
- Is the primary point of contact for member questions and other communications.
- Represents the needs and interests of members to the Executive Committee.
- Submits membership paperwork to Treasurer; coordinates with Treasurer for payments to national.

Communications Chair duties include: (2 yr position) (Even year)

- Draft chapter newsletters
- Primary responsibility to maintain the Omicron Chapter's website and social media presence
- Update and distribute information about events, scholarships, news, and other matters to Chapter members, the wider librarian community, and the public
- Coordinates marketing and outreach to BPMO members including emails, sending out of newsletters, and other duties as assigned.
- Participate in Executive Board meetings
- Sends relevant emails to Omicron Chapter mailing list in support of Membership Chair and President

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6. Officers can be removed from their positions by a majority vote of the Executive Board at any meeting of the Executive Board called by two or more current members of the Board with adequate notice (not less than 5 days) to all Board members and a quorum of Board members being present. Removal shall only be with cause such as, but not limited to, a pattern of failure to attend meetings, execute duties, malfeasance, or incapacity. Upon removal, a written notice will be distributed to all members in good standing explaining the cause and action.

7. For purposes of approving official documents and expenses that are provided in writing, the Executive Board may vote by email or other asynchronous digital mechanism as long as

- Voting is initiated by the President of the Board or their designated representative.
- The vote is unanimous.
- All votes are received within 72 hours of the vote being initiated.
- All members of the Executive Board vote.

If the above conditions are not met, the Board may meet and vote on the matter under the usual rules for Executive Board meetings stipulated elsewhere in the By-Laws. Personnel matters may not be voted on asynchronously.

8. Tie-breaking: In the event that the Board is deadlocked on a vote, a quorum being present, the vote of the President shall be decisive.

Article V. Faculty Advisor

1. An appointed current Faculty member of the Rutgers University School of Communication and Information shall serve as faculty advisor of the Omicron Chapter and be an *ex officio* member of the Executive Board.
2. The faculty advisor represents the Chapter in Academic matters at Rutgers University and advises in all activities of the Chapter.

Article VI. Committees

1. The standing committee shall be the Nominating Committee. Other committees may be designated and appointments made thereto at the discretion of the President.
2. The president shall appoint a Nominating Committee of three members. The Nominating Committee shall secure at least one nominee for each office to be elected at the annual meeting, secure the consent of the nominees in advance, and report the nominations for officers at the meeting.

Article VII. Meetings

1. Meetings, to include an annual business meeting, shall be called by the President with the consent of the Executive Board. Two or more members of the Executive Board can call a meeting of the Board on the condition that they provide adequate Notice as described below.

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2. Notice: Notice of at least a week (7 days) shall be provided for all meetings of the Board. Notice of at least a month (30 days) shall be provided for all member meetings. Notice shall include an agenda. Any personnel or substantive financial matters must be included in the agenda provided with the announcement of a Board or member meeting.
3. Those regular members in good standing present shall constitute a quorum for member meetings. A majority of current members of the Board shall constitute a quorum for Board meetings.

Article VIII. Initiation

1. Regular initiation of new members will be held in conjunction with the annual business meeting. Additional initiation ceremonies may be held as deemed necessary by the Executive Board.

Article IX. Dues

Article X. Amendments and Policy Document

1. These by-laws may be amended by a simple majority of members in good standing who are present and voting at the annual business meeting, provided that the proposed amendments have been made available by the Executive Board to members at least two (2) weeks in advance of the meeting at which they are to be considered.
2. To provide consistency, clarity, and transparency of operation, the Executive Board shall maintain a "BPMO Policy Document" that clarifies operational policies and practices adopted by the Board. The Board will post the most current version of the "BPMO Policy Document" along with the most current version of the By-Laws in a manner that can readily be found and accessed by BPMO members. In the event that policies and the By-laws are found to be in conflict, the By-laws shall prevail.

Article XI. Parliamentary Authority

1. *Robert's Rules of Order* (Revised), in the latest edition, shall govern the Chapter in all cases to which it can be applied and in which it is not in conflict with the by-laws of the Chapter or of Beta Phi Mu.

Article XIII. Dissolution

1. Assets

Upon the dissolution of the Omicron Chapter of Beta Phi Mu, assets shall be distributed to SC&I LIS Endowment Fund Award in the School of Library and Information Science at

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Rutgers University to be awarded to a deserving incoming student with plans to become a library and information professional.

2. Archives

All Omicron Chapter of Beta Phi Mu archival material shall be placed on permanent file with the University Archives within the School of Communication and Information, Rutgers University, New Brunswick, New Jersey.

Adopted by the Board: April 4, 2023, Approved by the Members: May 16, 2023

Adopted by the Board: April 5, 2024, Approved by the Members: April 15, 2024