

**By-Laws**  
**Northern California Technical Processes Group**  
**2013**

Article 1.     Year

In the Constitution and Bylaws, the word “year” shall mean the period July 1 through the following June 30 unless the contrary is specifically stated.

Article 2.     Membership

Complimentary membership is included in the registration for the annual program. Any person interested in the purposes of the Group may become a member for the new fiscal year upon paying the registration fees of the annual program.

Article 3.     Powers and Duties of Officers

Section 1.     Board of Officers

The officers shall constitute a Chair, Vice-chair/Chair-elect, Secretary, Treasurer, Webmaster, and Past-Chair (ex-officio).

Each officer shall participate as a member of the board and attend meetings for planning the annual program. All officers (outgoing and incoming newly elected) shall meet as a board of officers to audit the financial records at the end of each fiscal year.

Section 2.     Term of Office

All officers shall commit to serve on the board for a minimum of two years.

The term of office for the Chair and Vice-chair/Chair Elect is for one year. The Vice-chair/Chair elect automatically becomes the Chair the following year. The one-year positions of the Secretary, Treasurer, and Webmaster are renewable.

Section 3.     Chair

The Chair shall be in charge of all meetings and shall have overall responsibility for planning meetings. S/he shall fill any vacancies in appointive offices occurring during her/his term of office. The Chair represents the Group in liaison with other professional organizations. The Chair is invited to continue in consultative capacity in the year following her/his term of office.

Section 4.     Vice-chair/Chair elect

The Vice-chair/Chair elect shall assume the responsibilities of the Chair during any temporary absence of the Chair.

Section 5.     Secretary

The Secretary shall prepare the officers' roster and take minutes at each meeting. The Secretary shall prepare the press release for the annual program, and compile feedback for the annual program.

Section 6. Treasurer

The Treasurer shall keep the funds of the Group in a separate bank account in the names of the Group and shall sign all checks. The Treasurer shall maintain a record of expenses and income, and shall prepare an annual financial report. On behalf of the Group, the Treasurer shall file an e-Postcard (Form 990-N) to fulfill the annual IRS requirement for small exempt organizations.

Section 7. Webmaster

The Webmaster shall maintain the official Website (<http://www.nctpg.org/>) for the group.

Section 8. Nominations

Nominations for elected offices in the new fiscal year shall be made by the Board of Officers. Additional nominations may be made from the floor at the annual meeting. No person shall be nominated without her/his written consent.

In nominating and electing candidates for offices, the Board of Officers shall take the following considerations into account: (i) desirability of rotating offices among information professionals in different types of libraries and in different fields of interest; (ii) feasibility of nominating persons in smaller libraries or who are not in administrative positions in the larger libraries; and (iii) such other considerations as will encourage the development of the Group and of the individual.

Article 4. Documentation

Documents pertained to the Group are archived in print and Google cloud storage ([nctpg1@gmail.com](mailto:nctpg1@gmail.com)).

Article 5. Communication

In addition to the official Website, the Group uses listserv ([nctpg@lists.berkeley.edu](mailto:nctpg@lists.berkeley.edu)) and Facebook (<https://www.facebook.com/nctpg>) to distribute information. Subscription to the Group's listserv shall extend to any person interested in the purposes of the Group.