

CLASC CONSTITUTION

Revised and Updated: November 2010

CHILDREN'S LIBRARIANS ASSOCIATION OF SUFFOLK COUNTY, INC.

P.O. Box 330

Smithtown, New York 11787

ARTICLE I - NAME

The name of this organization shall be the Children's Librarians Association of Suffolk County, Inc.

ARTICLE II - PURPOSE

The purpose of this association shall be to provide leadership in public library service to children through a professional organization of children's librarians; to promote interests of children's librarians and public library service to children in Suffolk County; to elevate the status of children's librarianship; to foster a wholesome professional relationship among its members with administrators, library boards of trustees and local communities; to provide a forum for open communication among children's librarians in Suffolk County.

ARTICLE III - MEMBERSHIP

Any professional certified children's librarian in a public library in Suffolk County, or trainee thereof, or Children's Consultant in the Suffolk Cooperative Library System may become an active member of the Association upon payment of the prescribed dues.

Membership can be extended to professional librarians with the following qualifications upon the approval of the Executive Board:

Active participation with children on a regular part-time basis in their present capacities, e.g.: reference services, programming, audio-visual services;

And an expressed interest in and commitment to public library service to children and the field of children's librarianship.

ARTICLE IV - ADMINISTRATIVE ORGANIZATION

The administrative control of the Association shall be vested in an Executive Board, which shall include the elected officers, the immediate past president of the Association, and three other active members. All Executive Board members shall be elected for a term of two years. The term of office for the past president shall coincide with the term of office for the president.

ARTICLE V - MEETINGS

This Association shall hold its annual meeting during the month of April, and such other meetings as are prescribed in the By-Laws of this Association.

All regular meetings as prescribed in the By-Laws shall appear upon an annual calendar which shall be distributed to all members of this Association.

Special meetings may be called by the Association President or by the Executive Board. Notice of all regular and special meetings shall be mailed at least 10 days in advance to each member.

ARTICLE VI - BY- LAWS

By-Laws shall be prescribed by a majority vote of the active members present and voting at a meeting. Amendments to the By-Laws shall be made by a majority vote of the active members of the Executive Board present and voting at a meeting.

ARTICLE VII - AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may be adopted by 2/3 vote of the active members present and voting at any regular or special meeting, provided that said amendments have been discussed at a prior meeting and written copies of same have been provided to members at least 30 days in advance of vote.

ARTICLE VIII - USE OF NAME

All use of the name, Children's Librarians Association of Suffolk County, Inc. must be approved by the Executive Board.

ARTICLE IX - MEMBERSHIP

Membership may be extended to library students upon approval of the Executive Board. (Approved 5/14/92)

BY- LAWS

BY-LAW I - MEMBERSHIP AND DUES

Section 101 Active Membership: Any active librarian employed in a position determined to be equivalent to those specified in Article III of the Constitution may be admitted to active membership by action of the Executive Board and payment of the prescribed dues. Former Suffolk County children's librarians and former members of CLASC may attain/retain membership in the Association. Voting at any meeting of the Association is limited to the Active Membership.

Section 102 Membership Fees: The annual fee for active membership shall be determined following the development of a budget for the Association.

BY-LAW- II - OFFICERS

Section 201 President: The President shall be the chief executive officer of the Association. The President shall preside over all business meetings, including meetings of the Executive Board, and shall perform such duties as usually pertain to the presidency. The President shall appoint and be exofficio member of all committees, and may call for meetings of such committees, when in her/his judgment, the interests of the Association

warrant such action. A vacancy in the office of President shall be filled by the Vice-President, if available. Otherwise, existing vacancies shall be filled by a special election called in accordance with the By-Laws.

Section 202 Vice-President: The Vice-President shall serve as chairperson of the Program Committee. In the absence of the President, the Vice- President shall serve as presiding officer at all business meetings of the Association, and/or its Executive Board, and perform such other duties as may be requested by the President. A vacancy in the office of Vice-President shall be filled at the next annual meeting, but in the interim, the President shall appoint a temporary chairman of the Program Committee.

Section 203 Treasurer: The Treasurer shall keep the financial records, shall sign all checks for approved expenditures, and shall make a financial report at the annual meeting. An interim vacancy in the office of Treasurer shall be filled immediately by the Executive Board.

Section 204 Recording Secretary: The Recording Secretary shall keep the minutes of all business meetings of the Association and its Executive Board. The Recording Secretary is responsible for sending notices of all meetings to members of the Association and for performing such duties and preparing such reports as customarily pertain to the office of Recording Secretary.

Section 205 Corresponding Secretary: The Corresponding Secretary shall be responsible for maintaining a file of correspondence and for promoting membership in the Association. The Corresponding Secretary shall establish and maintain accurate records of the Association membership. He or she shall also be responsible for sending any correspondence as directed by the Executive Board.

Section 207 Reports: All officers and/or chairman standing committees shall present an annual report of their activities on behalf of the Association at the annual meeting.

BY-LAW III - EXECUTIVE BOARD

Section 301 Executive Board Membership: This Executive Board shall include the elected officers enumerated in By-Law II, the immediate past president of the Association, and the following three members-at-large:

a. Member-at-Large (Library Practices Committee). The Member-at-Large (Library Practices Committee) serves as chairperson of the Library Practices Committee and, as such, is responsible for bringing to the attention of the membership all issues, trends, and ideas that affect the concerns of librarians.

b. Member-at-Large (Newsletter). The Member-at-Large (Newsletter) shall serve as general editor for the CLASC, Inc. newsletter, The Trumpet as chairperson of the Newsletter Committee, liaison between the newsletter and Library Practices and Program Committees, and primary solicitor of articles and information available from the general membership.

c. Member-at-Large (Historian). The Member-at-Large (Historian) shall be responsible for identifying, classifying, and filing records and documents of the Association and

arranging for their safe storage and preservation, and for coordinating the Association's publicity and public relations.

d. Member-at-Large (Literature Committee). The Member at Large (Literature Committee) serves as chairperson of the Literature Committee and, as such, is responsible for helping organize literature based programs (including New Book Forums), assisting with the biennial Literature Conference preparations, and acts as liaison between the Literature Committee and Program Committee

Section 302: The term of office of the Executive Board shall be as stated in the Constitution.

Section 303: An interim vacancy on the Executive Board shall be filled immediately by a majority appointment of the Board, the appointee to serve the remainder of the term.

Section 304: The Executive Board shall conduct the business affairs of the Association within the framework of its Constitution and By-Laws, and in accordance with the policies voted by the active membership in any business meeting of the Association. Four members shall constitute a quorum to conduct the business of the Executive Board.

Section 305: The Executive Board shall meet upon written notice at a time and place determined by the President. The President shall also call a meeting of the Board when requested to do so in writing by a majority of the Executive Board.

Section 306: Absence from three consecutive Executive Board meetings shall be considered as a resignation, unless a satisfactory excuse is accepted by the Board. The president shall so inform that member and the vacancy shall be filled in accordance with Section 303.

BY-LAW IV - STANDING COMMITTEES

Membership on Standing Committees shall be by appointment of the President and ratification by the Executive Board. The following Standing Committees shall be maintained.

Section 401 Budget Committee: A proposed budget shall be submitted at the Annual Business Meeting of the Association for adoption by the active membership by the Treasurer.

Section 402 Legislative Committee: The Legislative Committee shall consist of not less than three active members. It shall promote the legislative program adopted by the Executive Board and keep the membership informed. The chairman of the Legislative Committee shall serve as Parliamentarian for the Association.

Section 403 Nominating Committee: This committee shall consist of three active members. It shall present a complete slate of nominations for election by the active membership at the Annual Business Meeting.

Section 404 Program Committee: Shall consist of three active members, one of whom shall be the Vice-President. The Program Committee will prepare and arrange for programs at all meetings of the Association.

Section 405 Library Practices Committee: The Library Practices Committee is responsible for bringing to the attention of the membership all issues, trends and ideas that affect the concerns of librarians. The Library Practices Committee shall complete such projects as directed by the Executive Board. Any project undertaken by a CLASC member or members

using the CLASC name or sponsorship must be conducted as a function of the Library Practices Committee, and approved by the Executive Board. The Chairman of the Library

Practices Committee shall oversee such projects and any development or changes are subject to the approval of the Executive Board.

Section 406 Cacioppo Scholarship Committee: This committee shall consist of three active members, one of whom shall be part of the current Executive Board. It shall be responsible for publicity and evaluation of scholarship applications.

Section 407 Literature Committee: This committee shall consist of at least three active members, but no more than five; with one member being the current vice-president. The committee will prepare and arrange literature based programs to be held throughout the year at different libraries in Suffolk County. In addition, they will work in conjunction with the Program Committee and the Youth Services Coordinator at SCLS to plan the bi-annual Children's Literature Conference of Suffolk County.

BY-LAW V - AD HOC COMMITTEES

Section 502: The President shall have the authority to appoint such Ad Hoc Committees for the consideration of such problems as she/he may deem necessary from time to time.

BY-LAW VI - MEETINGS

Section 601: The Association shall hold not fewer than two regular meetings each year. The Annual meeting shall be held in April as per Article V of the Constitution.

Section 602: The time, date, and place of each regular meeting shall be determined by the Executive Board and shall be reported to the membership.

Section 603: A special meeting and/or election of the Association may be called at any time by the President with the approval of the Executive Board.

Section 604: A written reminder and program announcement of every meeting shall be sent to each member at least ten (10) days prior to the date of the meeting.

BY-LAW VII - QUORUM AND RULES OF PROCEDURE

Section 701: 1/4 of the active members shall constitute a quorum for the transaction of business.

Section 702: The fiscal year shall begin April 1st and end March 31st.

BY-LAW VII - AFFILIATIONS

Section 801: This Association may affiliate with such related library organizations as may be determined by the Executive Board.

BY-LAW IX - AMENDMENTS

Section 901: The By-Laws may be amended in accordance with Article VI of the Constitution.

BY-LAW X - ELECTIONS

A complete slate of nominees for the Executive Board shall be selected by the Nominating Committee. A ballot shall be mailed to each active member of the Association 35 days prior to the Annual Business Meeting. All ballots must be received by the Nominating Committee two (2) weeks prior to the Annual Business Meeting. A majority vote shall elect the new members of the Executive Board. New Board members will be announced at the Annual Business Meeting and will assume office at that time. The following positions are up for election at the same time: 1. President, Treasurer, Recording Secretary, Historian. 2. Vice-President, Corresponding Secretary, Newsletter, Library Practices, and Literature Committee.

NOMINATING COMMITTEE

I. COMPOSITION

A. The Nominating Committee should be comprised of three members of the Association. The chairperson should currently be serving on the Executive Board. The other two committee members may be volunteers from the Association willing to work on the committee. If there are no volunteers, the chairperson must select the other two members.

B. The nominating chairperson should be announced at the fall CLASC meeting. The rest of the committee should be chosen shortly thereafter.

II. PROCEDURE

A. A call-for-nominations should be sent to all CLASC Members before the end of the year informing them of the positions that will be open the following year. The positions, as well as duties and length of office, should be clearly defined. It will be requested that anyone who wishes to run for office return the completed form to the nominating committee. It must be ascertained that all nominees are members in good standing at the time of nominations.

B. In addition to the call-for-nominations notice, the nominating committee may make use of the previous year's ballots. They may find suggestions/recommendations for the slate from comments and/or write-in votes. The membership directory should also be consulted for candidates. Anyone considering a "write-in" candidate must seek that individual's consent to run. Anyone appearing on the slate must have given his or her consent.

C. Formulating the slate should be a collective effort among all the nominating committee members. The committee should consult for the final candidate selection. A written statement addressed to the President should be read and signed by the entire nominating committee. All members who will appear on the slate will be contacted by the nominating committee.

D. The election results are announced at the Annual Meeting. All ballots must be imprinted with the official CLASC seal and sent out 35 days before the date of this meeting (allowing 5 days for mail delivery). All ballots should be returned two weeks before the meeting.

E. All ballots are to be returned to a designated member of the nominating committee. That member, with at least one other member of the committee or the Executive Board, will tabulate and compile the results. In the event of a tie, the Executive Board will vote to

break the tie. All candidates shall be informed of the results before the annual meeting. Successful candidates will be announced the night of the annual meeting.

EXECUTIVE BOARD REPRESENTATION

- 1. Nominating Committee members may run for office. If a member of the Nominating Committee is suggested for office, and chooses to run, he or she shall resign from the Nominating Committee. The executive board shall then choose a replacement.**
- 2. All Executive Board positions, of the same office, shall not be held for more than two (2) consecutive terms.**
- 3. An attempt should be made to have as many different libraries as possible represented on the Board. Size of library, geographic location and area served should all be taken into consideration.**