

# Constitution and Bylaws of the Nassau County Library Association

## CONSTITUTION

### Article I NAME

**Section 1.** This organization shall be known as the Nassau County Library Association, located in New York State, hereinafter referred to as the Association.

### Article II GOALS

**Section 1.** To promote library service in Nassau County on all levels through the coordination of service among public, college and university, school and special libraries in the County.

**Section 2.** To further American Library Association and New York State standards in library boards, administrators of education, and business institutions, and the general public.

**Section 3.** To promote the appreciation and place of library materials in our complex society through disseminating information representing all viewpoints. To give support wherever threatening forces in any community make defense necessary.

**Section 4.** To work toward a higher standard of service and performance, continuing education and development at all levels of employment in libraries. To promote the recognition of the dignity and value of such employment by improved salaries and working conditions.

**Section 5.** To provide a forum through meetings and publications for the discussion of ideas and the development of yardsticks whereby individual libraries and personnel can make comparisons and work for improvement.

**Section 6.** To work with other library associations and allied educational business, governmental and citizen groups for the furtherance of the goals of the Association.

**Section 7.** To work actively in introducing and supporting legislation beneficial to libraries, employees and library users.

**Section 8.** To help libraries relate to user needs and promote interaction with the mainstreams of community life.

### Article III MEMBERSHIP

**Section 1.** Individual membership in the Association shall be open to any person engaged or interested in library service, upon payment of specified dues. Institutional membership shall be

open to any interested organization upon payment of specified dues.

**Section 2.** Upon Board recommendation, followed by majority vote of members present at any regular or special meeting of the Association, honorary life membership may be conferred upon any individual who made an outstanding contribution to library service. This person shall be a non-dues paying member with voting privileges.

### Article IV STRUCTURE

**Section 1.** This Association shall include divisions representing major types of library service or interest.

**Section 2.** Application for establishment of divisions shall be made to the Executive Board in accordance with the Bylaws.

### Article V ADMINISTRATION

**Section 1.** The administration of the affairs of the Association shall be vested in the Executive Board which shall consist of officers of the Association, the immediate past President, seven elected directors and the Presidents of the Divisions.

**Section 2.** (a) There shall be at least four regularly scheduled Board Meetings during the year. All regular Board Meetings shall be open to the membership who shall be notified of the time and place of such meetings.

(b) Special meetings of the Board may be called by the President, or by request of five members of the Board. Special meetings may be called by either phone or mail with sufficient notice.

(c) The notice calling a special meeting must state the purpose. The agenda shall be limited to the business for which the special meeting has been called. If it becomes necessary in an emergency to take action for which no notice was given, the organization shall legalize such action by ratification at a regular meeting or at a special meeting called for that purpose.

**Section 3.** Any elected officer or appointed Chair who shall miss two [2] consecutive meetings or three [3] meetings within the calendar year without excuse accepted as satisfactory by the Board shall be deemed to have resigned. Elected members of the Board shall be replaced by a member in good standing of the association, upon nomination by the President and approval of the

Executive Board to fill the unexpired term. With the approval of the Executive Board, the President shall replace a committee chair with a member in good standing to fill the unexpired term.

## **Article VI OFFICERS**

**Section 1.** The Officers of the Association shall be a President, Vice-President (President-Elect), Recording Secretary and Treasurer.

**Section 2.** Officers shall assume office on January 1. The term of office for President, Vice-President, and Recording Secretary shall be for one calendar year, except for the Secretary who has the option to run for a second term.. The term of office for Treasurer shall be for two calendar years. Officers shall not serve consecutive full terms in the same office.

**Section 3.** Officers shall perform the duties of their respective offices and such other duties as may be approved by the Executive Board.

**Section 4.** Vacancy in an office shall be filled for the period of the unexpired term by appointment by the Board, with the exception that should the vacancy occur in the office of President, the Vice-President (President-elect) will succeed to the office of the President, to complete that term. On January 1, he or she will automatically succeed himself or herself to serve his or her regular term as President.

In the event of a vacancy in the office of Vice-President (President-elect), an interim Vice-President shall be appointed by the Executive Board from among its elected members to serve until the expiration of the term.

In the event of vacancies in both the office of President and Vice-President (President-elect), a special election must be called and completed by the Nominating Committee within three months of the vacancies. The Board shall elect an interim President and Vice-President from among its elected members to serve until the new officers are elected.

## **Article VII MEMBERSHIP MEETINGS**

**Section 1.** The Association shall hold at least two meetings each year, at which business will be conducted, and an annual meeting. A written notice stating the agenda, time, and place of the meeting shall be sent to the entire membership at least thirty days prior to the date of the meeting.

**Section 2.** The annual meeting shall be held in December. At this time, the newly elected officers will be presented by the chairperson of the Nominating Committee

**Section 3.** Special meetings of the Association may be called by the President, Executive Board, or by written request of thirty-five members of the Association. A written notice stating the agenda, time, and place of meeting shall be sent to the entire membership at least ten days prior to the date of the meeting. The agenda shall be limited to the business for which the special meeting is called.

**Section 4.** All decisions arrived at by the majority vote at membership meetings shall be binding upon the Executive Board and President.

## **Article VIII VOTING**

**Section 1.** Each individual and honorary life member shall be entitled to one vote. Institutional members have no vote.

**Section 2.** Questions requiring membership decision may be referred for vote by written notice and ballot, providing 21 days are given for reply from the date of mailing by the Association. (However, for amendments to Constitution see Article X.)

## **Article IX PROVISION FOR BYLAWS**

**Section 1.** Bylaws may be adopted, amended, or rescinded by a majority vote of the members present and voting at any regular meeting of the Association providing the entire membership has received ten days prior written notice.

**Section 2.** Bylaws may be adopted, amended or rescinded by mail ballot. Notice of such changes shall be sent to the entire membership with a written ballot to be returned, provided 21 days are given for reply from the date of mailing by the Association. A majority of ballots returned shall be necessary for ratification.

## **Article X AMENDMENTS**

**Section 1.** This constitution may be amended by three-fourths of the members present and voting at any regular meeting of the Association, provided that written notice of the proposed change is sent to the entire membership at least 30 days prior to the date of the meeting.

**Section 2.** Proposed amendments tabled or referred back to committee by vote of the members must be re-submitted to the membership in writing at least 30 days prior to the date of the meeting at which vote is to be taken.

## BYLAWS

### Article I NOMINATIONS AND ELECTIONS

**Section 1(a)** At the time appointments of Chairpersons of standing committees are made, the President shall appoint, with the approval of the Executive Board, a Chairperson of the Nominating Committee. The Nominating Committee shall consist of at least six members, representative of the general membership of the Association, including at least one members of each division, appointed by the President with the approval of the Executive Board.

**(b.)** The Nominating Committee shall present a slate of at least one candidate for each of the elective offices of Vice-President (President-elect), Recording Secretary and Treasurer.

**(c.)** The Nominating Committee shall present a slate of at least six candidates for the elective positions of Directors. Three will be elected in the elections held in odd years, and four will be elected in the elections held in the even years, each for a two year period.

**Section 2.** The elected Vice-President (President-elect) is automatically the incoming President.

**Section 3.** The Nominating Committee will send to the entire membership the names of candidates no later than 12 weeks prior to the Annual Dinner Meeting and will conduct the election.

**Section 4.** Nominations for all elective positions may also be made by petition signed by fifteen members in good standing, filed with the Chairperson of the Nominating Committee no later than 8 weeks prior to the Annual Dinner Meeting.

**Section 5.** The Nominating Committee will send a slate of candidates to the entire membership by 4 weeks prior to the Annual Dinner Meeting with a written ballot to be returned within three weeks. A majority vote of members voting will elect officers provided at least thirty-five members return ballots.

**Section 6.** In the event of a tie for the positions of Vice-President (President-elect), Recording Secretary, or Treasurer, a run-off election shall be held immediately.

In the event of a tie for the last opening for Director, the tying candidates shall serve for the term for which they are elected.

### Article II COMMITTEES

**Section 1.(a.)** The standing Committees of the Association shall be:  
Civil Service  
Constitution and Bylaws

Continuing Education  
Finance  
Intellectual Freedom  
Legislation  
Membership  
Personnel Issues  
Program

**(b.)** Chairpersons of the above-mentioned committees shall be appointed by the President with the approval of the Executive Board.

**(c.)** All Committees shall work closely with the Public Relations Committee on publicity.

**Section 2.** Members of the Association shall be actively solicited for committee membership. Committee members shall be appointed by the chairperson and a list of all committee members shall be sent to the President. Chairpersons of Division Committees shall be ex-officio voting members of corresponding Association committees.

**Section 3.** Special committees may be established by the President as required. Chairpersons shall be appointed by the President, with the approval of the Board.

**Section 4.** The Treasurer shall be a permanent member of the Finance Committee.

**Section 5.** The President and/or Vice-President (President-elect) shall be ex-officio member of all committees.

**Section 6.** All committee members shall receive reasonable prior notice of meetings.

**Section 7.** All committee reports shall be approved by a majority vote of the Committee members, and will be made to the Executive Board.

**Section 8.** All committee appointments, including chairpersons, will terminate upon the assumption of office by the new President on January 1.

### Article III QUORUM

**Section 1.** The Members present shall constitute a quorum at any regular or special meeting of the Association.

**Section 2.** A majority of the Executive Board shall constitute a quorum for meetings of the Executive Board.

### Article IV DUES

**Section 1.** The annual membership dues of the Association shall be proposed by the Executive Board to be ratified by a majority of members present and voting at a regular meeting, provided, members have received ten days prior written notice.

- Section 2.** Changes in membership dues must be made no later than November 14, preceding the new fiscal year.
- Section 3.** The membership year shall be the same as the fiscal year.
- Section 4.** Written membership notices shall be sent out at least thirty days prior to the new membership year. Membership dues not received three months after the notices have been sent will result in withdrawal from membership.

## **Article V FISCAL POLICY**

- Section 1.** The fiscal year of the Association shall be the calendar year.
- Section 2.** All financial transactions of the Association will be audited no more than thirty days after the end of the fiscal year by a Certified Public Accountant. A report shall be issued to the Executive Board.
- Section 3.** The budget must be approved by the Executive Board at an open Board Meeting no earlier than 15 days after the submission of the proposed budget to the general membership and no later than the annual meeting preceding the fiscal year.
- Section 4.** Any expenditure not allocated in the budget must be approved by a majority vote of the Executive Board.
- Section 5.** Association funds shall not be used for personal gifts.

## **Article VI DIVISIONS**

- Section 1.** Any group representing a major type of library service or interest may apply to the Executive Board to establish a division. Applications must be in writing and include the

number and signatures of prospective members in the proposed division, the type of library service or interest and willingness to abide by the constitution and bylaws of the Association. A statement of goal and objectives should be included in the application.

- Section 2.** Each division may establish its own bylaws, structure and program provided that these may in no way conflict with the constitution and bylaws of the Association.
- Section 3.** The President of each division shall serve on the Executive Board.
- Section 4.** No person shall at the same time serve as an officer of the Association and as an officer of a division. No person shall at the same time serve as an officer of more than one division.

## **Article VII PROCEDURE**

Business shall be transacted in accordance with the latest edition of Robert's Rules of Order unless otherwise specified in the Constitution and bylaws of the Association.

## **Article VIII DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSONS**

These duties shall be defined in a procedure manual to be adopted by the Executive Board.

## **Article IX HONORARIA**

It shall be the policy of the Nassau County Library Association not to pay honorariums to vendors, members of the Association and library employees from the Greater New York Metropolitan Area, except in the case of those with a particular expertise, not otherwise available, that would benefit the members of the Association.

**Adopted:** November 9, 1955  
**Revised:** February 25, 1971  
March 21, 1972  
February 26, 1976  
November 19, 1980  
November 10, 1981  
November 3, 1982  
September 11, 1987  
October 7, 1994  
April 12, 1996  
June 1, 2009  
June 12, 2015