

Camden County Association of School Librarians

Constitution

Article I -- Name

The name of the organization shall be the Camden County Association of School Librarians, hereafter referred to as the Association.

Article II -- Purposes

Section 1: To advance a high standard of media services, resources and professionalism in schools, and to promote the American Association of School Librarians Information Literacy Standards and International Society for Technology in Education standards (see addendum) to help students become independent, information-literate, lifelong learners.

Section 2: To function as a liaison between media specialists and educators in other fields of service for the purpose of communicating and interpreting media services.

Section 3: To take an active and supportive role as an affiliate of the New Jersey Association of School Librarians and the American Association of School Librarians.

Section 4: To develop and promote meaningful advocacy efforts within the educational community and the community at large.

Article III -- Membership

Section 1: Active Members

- a. Active membership in the Association shall be open to School Library Media Specialists (SLMS)
- b. SLMS residing in Camden County while working outside the County.

Section 2: Associate Member(s)

- a. School library media technical assistants, with voting privileges.
- b. Other school library media support staff may be Associate Members without voting privileges.
- c. College students enrolled in library media programs may be Associate Members without voting privileges.
- d. Public librarians may be Associate Members without voting privileges.
- e. Retired Active Members may be Associate Members and shall retain voting privileges.

Article IV -- Officers

Section 1: The officers of the Association shall consist of a president, a vice president, a secretary, Digital PR officer and a treasurer.

Section 2: a. Offices of the President and Vice President shall be held by Active Members currently working in the field.

b. Offices of Secretary, Digital PR officer and Treasurer may be held by Active Members as well as those Associate members with voting privileges.

Section 3: The officers shall be elected at the third meeting and installed at the last meeting of the year.

Section 4: Officers shall not serve more than two than two consecutive [years] terms in the same office.

Section 5: In the event of a vacancy in the office of president, the vice president shall serve as president pro tempore until the last annual meeting of the year when a new president shall be installed.

Section 6: In the event of a vacancy in the office of vice president, the secretary, the Digital PR officer, or the treasurer, the president shall, with the approval of the Executive Board appoint a replacement to act in that office until the next regularly scheduled election of officers.

Article V -- Executive Board

The Executive Board shall consist of the officers of the Association, the chairpersons of the standing committees, the immediate past president.

Article VI -- Amendments

Amendments to this Constitution may be made by a two-thirds majority of the active members of the Association present voting in a regular or special election called for this purpose, provided that:

- a. The amendments have been submitted in writing to the Secretary of the Association;
- b. The Secretary of the Association has distributed copies of the amendments to the active members of the Association. Copies of the so-proposed amendments shall be distributed at least two calendar weeks in advance of the voting.

Camden County Educational Media Association

By-Laws

Article I -- Meetings

Section 1: Executive Board

The Executive Board shall meet at least once prior to every regularly scheduled meeting of the general membership, at the call of the president, or at the request of any three members of the Board.

Section 2: General Membership

General meetings of the Association shall be held at least 4 times a year, including one in the fall and one in the spring.

- a. At the last meeting of the year the report of the election committee shall be given and the officers will be installed.
- b. At this meeting members who are retiring will be honored, as guests of the Association.

Section 3: Order of Business

The order of business at any general meeting shall be as follows:

- a. Call to Order
- b. Reading and approval of minutes
- c. Correspondences
- d. Report of the treasurer
- e. Reports of the committees
- f. Old business
- g. New business
- h. Announcements
- i. Adjournment

Article II -- Quorum

Section 1: A majority of the Executive Board members shall constitute a quorum for the Executive Board meeting, providing that all members of the Executive Board have been previously notified.

Article III -- Records

Section 1:

- a. All formal records including correspondence, minutes of regular, special, Executive Board and committee meetings are property of the Association.
- b. All such records are under the direct control and supervision of the officers.

Article IV -- Powers and Duties of the Officers

Section 1: President -- The President shall:

- a. Be responsible for the management of the Association.
- b. Preside over all meetings of the Executive Board and the General Membership.
- c. Appoint individuals to serve as chairpersons of all standing and special committees.
- d. Be a member of all committees.
- e. Authorize emergency expenditures not to exceed \$50.00
- f. In addition to the treasurer, be authorized to sign all orders drawn upon the treasury.
- g. Represent the Association [before] at the local, county and state levels.
- h. Perform all other functions usually attributed to the office.

Section 2: Vice President -- The Vice President shall:

- a. Work closely with the President and share in the responsibility for Association management.
- b. Work closely with each of the standing committees.
- c. Be an ex-officio member of each of the committees and chair the Program Committee.
- d. Become president whenever the presidency becomes vacant as provided in Article IV, Section 4, of the Constitution of the Association.
- e. Assume all duties of the President upon direction of the President and in the President's absence.

Section 3: Secretary -- The Secretary shall:

- a. Work closely with the President and share in the responsibility for Association management.
- b. Keep accurate minutes of all of the Executive Board and general management meetings.
- c. Keep a record of those attending general membership meetings.
- d. Keep an official copy of the Constitution and the By-Laws of the Association at all times, and distribute a copy of the Constitution to each newly elected officer.
- a. Distribute copies of all proposed amendments to the Constitution as prescribed in Article VI of the Constitution.
- b. Distribute copies of all amendments to the By-Laws as prescribed in Article IX of the By-Laws.
- c. Send out notices of each meeting to all members.
- d. Send thank you notes/emails.

Section 4: Digital/PR Officer shall:

- a. Work closely with the President and share in the responsibility for Association management.
- b. Create/develop and maintain/update the Association website on a timely basis.
- c. Post all relevant information to the website as needed.
- d. Create/develop and maintain/update social media accounts on a timely basis.
- e. Post all relevant information to social media accounts as needed.
- f. Work closely with treasurer to support digital dues payment systems.
- g. Work closely with PR committee/chair to provide digital updates on PD/legislation affecting library media specialists.

Section 5: Treasurer -- The Treasurer shall:

- a. Work closely with the President and share in the responsibility for Association Management.
- b. Deposit all money in a bank, in the name of the Association.
- c. Hold the funds of the Association and disburse them accordingly upon the submission of a bill or receipt approved by the President.
- d. Have authority to sign all checks along with the President.
- e. Give a financial report at each meeting of the Executive Board and the general membership and present an annual report.
- f. Notify all members who have not paid their dues by January.
- g. Prepare and present an annual budget for adoption by the membership at the first meeting.
- h. Have all financial records available for audit by an Audit Committee.

Article V -- Powers and Duties of the Executive Board

Section 1: The Executive Board shall:

- a. Develop an annual program/meeting calendar each year.
- b. Work in close cooperation with the President of the Association and other officers.
- c. Propose policies for consideration by the general membership.
- d. Execute policies established by the general membership.
- e. Report transactions, through the President, to the general membership.
- f. Authorize expenditures related to the office of the President exceeding \$50.00.
- g. All such duties shall be consistent with the President's duties as stated in Article IV, Section 1, of the By-Laws.

Section 2: Vacancies

- a. In the event of a vacancy in the office of President, the procedure stated in Article IV, Section 5, of the Constitution shall be followed.
- b. In the event of a vacancy in the office of Vice President, the Secretary, the Digital/PR officer, or the Treasurer, the procedure stated in Article IV, Section 6, of the Constitution shall be followed.

Article VI -- Committees

Section 1: Appointments

The President, with the advice of the Executive Board, shall appoint chairpersons of all committees and fill all unexpired terms as vacancies occur. The President, with the advice of the Executive Board, may also disband committees or appoint new chairpersons when in the best interest of working relations within the Association.

Section 2: Structure

There shall be standing committees carrying the specific functions listed below. When active, they shall have at least 3 members.

Section 3: Meetings

Each standing committee shall meet according to a calendar developed by the committee or as need arises.

Section 4: Reports

Each committee shall select a secretary who shall keep a continuous record of activities. Chairpersons shall report directly to the President and shall submit a brief report to the secretary for inclusion in the minutes. All outgoing communication must be approved by the President prior to distribution.

Section 5: Committee Titles and Duties

- a. Membership Committee shall organize and conduct membership enrollment. It shall attempt to recruit as many members as possible. It shall keep a record of the membership of the Association and produce a yearly directory which is distributed to the members.
- b. Public Relations Committee shall seek to develop public understanding of the purposes and programs of the Association. It shall develop procedures by which the Association can present material through various forms of mass media.
- c. Program Committee shall be responsible for planning programs for the year.
- d. Constitution Review Committee shall review and coordinate suggestions received and make recommendations, with the approval of the Executive Board, to the general membership concerning any proposed amendments to the Constitution and By-Laws. A general review shall be made every third year.
- e. Legislative and Professional Development Committee shall inform members of the Association seminars, workshops, courses and legislation affecting school media specialists.
- f. Audit Committee shall consist of three members-at-large selected from the general membership to conduct an annual audit.
- g. Archivist will maintain record of Association history and function as librarian.
- h. Nominations Committee shall be responsible for recommending candidates for each office to be filled that year.

Section 6: Special Committees

The President shall appoint special committees as many be necessary and shall disband them upon completion of their duties. These committees shall operate according to the rules approved by the Executive Board.

Article VII -- Elections

Section 1: Election of Officers

- a. Election of Officers shall be done on a rotating basis whereby the offices of Vice President and Treasurer will be filled during even-numbered years and the offices of President, Secretary and Digital/PR officer will be filled during odd-numbered years.
- b. The President, subject to the approval of the Executive Board, shall appoint a nominating committee which shall name one or more candidates for each office to be filled that year.

- c. The nominating committee shall make its recommendations to the Executive Board prior to announcement to the general membership. All active members shall be notified that nominations are being taken and anyone interested in candidacy, who has been an active member of the Association for at least two years, shall submit a resume prior to the specified date.
- d. Elections shall be by balloting except when the slate of the nominating committee is unanimously chosen, at which time the Secretary may be instructed to cast a unanimous ballot.

Section 2: Voting

- a. Elections shall be held after all active members have been notified at a special or regular meeting.
- b. The elections committee shall report the results of the elections to the President. New officers shall be installed at the last general membership meeting.

Article VIII -- Fiscal Year

The fiscal year of the Association shall begin September 1 and end August 31.

Article IX -- Authority

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and the By-Laws and such standing rules as the Executive Board may adopt, these rules to be interpreted by a Parliamentary appointed by the President.

Article X -- Amendments

Amendments to the By-Laws may be made by a two-thirds majority of the voting membership present, provided that each amendment has been previously introduced at a regular meeting of the general membership.

Article XI -- Dues

The amount of dues shall be established by a two-thirds majority of the voting members present based upon the recommendation of the Executive Board. Dues must be paid by November 1 of each year. Associate and retired members shall be assessed at one-half the regular dues.

Approved	5/22/86
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