

## Template for NJLA Section By-Laws

### **I. Name**

The name of this organization shall be the \_\_\_\_\_ Section of the New Jersey Library Association (NJLA).

### **II. Object/Purpose**

The purpose for which this Section is formed shall be to \_\_\_\_\_.

### **III. Members/Membership**

Any member in good standing of NJLA may become a member of the \_\_\_\_\_ Section. The NJLA president and executive director shall be ex officio members of this Section.

### **IV. Officers/Executive Board**

- A. The officers of the Section shall consist of [list officer position names and terms].  
[List duties of each position.]
- B. The Executive Board shall consist of the officers of the Section and [list any additional positions on the board (members-at-large, Past President, etc.) and terms.]
- C. All officers and executive board members shall serve the term specified beginning on July 1 following their election or until their successors are elected.
- D. [Include a provision for filling vacancies.] Examples:
  - a. The Executive Board shall have the power to fill all vacancies in office except the position of president
  - b. In the event that the president is unable to serve, the vice president shall assume that role
  - c. Appointments filling vacancies will serve until June 30 of the current fiscal year

### **V. Nominations & Elections**

Officers and Executive Board members shall be elected each year by electronic vote organized via NJLA. Results shall be announced via NJLA-supplied electronic mailing list.

### **VI. Meetings**

There shall be a minimum of two meetings of the Executive Board or the membership each year.

For the transaction of business at a general meeting, the members in attendance constitute a quorum at any meeting. Decisions will be determined by majority rule.

The Executive Board shall meet whenever necessary, and meetings may be called by the President at such time and place as they may designate or may also be called if requested by a majority of the Executive Board. A majority of currently-serving members of the Executive Board shall constitute a quorum.

[Requirements for attendance can also be included.]

**VII. Committees**

Standing committees shall be created as needed by the Executive Board to perform duties which continually recur in the work of the Section. They will report to the Executive Board as requested. Membership of committees is limited to Section members in good standing. [Can include name and purpose of Standing or Special Committees]

**VIII. Reports/Archives**

The Section shall maintain an archive of official documents, reports, meeting minutes, publications and/or projects of the Section and its officers, and shall submit such documents to NJLA.

**IX. Amendments**

By-laws may be adopted and amended by a vote of a majority of members in good standing present at any meeting, provided that specific notice of the proposed change has been given in the call of a meeting at least thirty days prior to that meeting. Any changes to the Section By-laws must be submitted to NJLA.