

**CONSTITUTION AND BYLAWS
OF THE
SUFFOLK SCHOOL LIBRARY MEDIA ASSOCIATION**

Revised May 2008, November 2014

**Article I
Name**

The name of this association, an unincorporated, non-profit, educational organization, operating under the laws of the State of New York, shall be the Suffolk School Library Media Association.

**Article II
Mission**

The Suffolk School Library Media Association will sponsor, encourage and promote the profession of School Library Media librarianship; to promote the effective use of library media services in the schools of Suffolk County; to act as a professional resource to School Library Media Specialists; to cooperate with the American Library Association, the New York Library Association, and all other organizations or institutions that share the interest of the membership.

**Article III
Membership**

There shall be four types of membership: Active Membership, Associate Membership, Vendor Membership, and Honorary Membership.

Section 1. Active Membership shall be granted to an individual professionally certified as a School Library Media Specialist according to the educational requirements of New York State, and employed, or eligible for employment, in a school library. Active membership entitles an individual to vote and/or hold office; receive newsletters, emails and other publications; and to attend workshops, meetings and other sponsored events.

Section 2. Associate Membership shall be available to professional personnel, other than persons eligible for active membership, associated with or interested in school libraries and media centers, including teachers, school administrators, public librarians, retired school librarians, retired school media specialists, and students of librarianship. Associate Membership entitles an individual to all privileges of Active Membership except the right to vote and/or hold office.

Section 3. Vendor Membership shall be available to a Vendor or a Vendor Representative with an interest in the advancement and the development of school library media services. Vendor Membership entitles an individual to all privileges of Associate Membership.

Section 4. Honorary Membership may be conferred upon any individual, for any specific length of time, by a majority vote of the Executive Board. Honorary Membership may be extended to former

Executive Board members of the Suffolk School Library Media Association subsequent to their retirement. Honorary Membership entitles an individual to all privileges of Associate Membership.

- Section 5. In cooperation with LISMA, joint membership may be offered on a year by year basis. The membership in LISMA will be non-voting but will entitle SSLMA members to receive publications and attend workshops sponsored by LISMA. LISMA membership in SSLMA will be in the Associate Membership category. (The deadline for this offer will be negotiated with LISMA yearly.)

Article IV Officers

- Section 1. The elected officers of the Suffolk School Library Media Association shall be a President, First Vice-President (President Elect), Secretary, and Treasurer.
- Section 2. Elected Officers, the immediate past President, and committee chairpersons shall constitute the Executive Board of the Association.

Article V Elections

- Section 1. Elections shall take place annually by email ballot. Paper ballots may be requested. The results of the balloting will be announced at the Annual General Membership meeting, in the Spring of each year.
- Section 2. A Nominating Committee, consisting of the immediate Past President and two other members of the association, shall present a slate of officers to the membership through email via the issue of the Association's official publication two months prior to the Annual General Membership meeting.
- Section 3. Nominations may also be made via email to the chair of the Nominating Committee one month prior to the Annual General Membership meeting.
- Section 4. The Ballots, including the slate presented by the Nominating Committee and those nominated from the membership, shall be sent via email to members in good standing no later than two weeks prior to the Annual General Membership Meeting.
- Section 5. Ballots are to be returned to the Chairperson of the Nominating Committee no later than one week prior to the Annual General Membership meeting.
- Section 6. Ballots are to be counted by the Nominating Committee and the results forwarded to the President no later than two days prior to the Annual General Membership meeting.

Article VI Committees

Section 1. The standing committees shall include:

A Membership Committee responsible for collecting and maintaining member records.

A Communications Committee responsible for maintaining internet sites, preparing and posting the official newsletter and preparing and distributing outreach materials promoting SSLMA and its activities.

An Advocacy Committee responsible for collecting, preparing and distributing materials promoting School Library Media Centers and the role of School Library Media Specialists; informing members of relevant educational and political issues.

A Professional Development Committee responsible for arranging in-service workshops, programs and speakers.

Section 2. Committee chairpersons shall be appointed by the President with the approval of the Executive Board.

Section 3. Chairpersons of Ad Hoc committees shall be appointed by the President with the approval of the Executive Board. Ad Hoc Committees shall be established for a specific purpose and continue at the discretion of the President and the Executive Board.

Article VII Dues

Section 1. Validation of Active Membership, Associate Membership, and students who are Associate Members shall require payment of annual dues, in the amount determined by a majority of the Executive Board.

Section 2. Payment of dues shall provide membership in the Suffolk School Library Media Association for the year, beginning September 1 and ending August 31 of the following year.

Section 3. Payment of dues by November 1st is required to qualify for Active Membership for purposes of a quorum, to vote for officers and for inclusion in the membership directory.

Article VIII Meetings and Activities

Section 1. There shall be at least one Annual General Membership Meeting held in the Spring of each year.

Section 2. Additional General Membership meetings may be convened at the discretion of the President, or shall be scheduled upon the petition of at least twenty percent of the Membership.

Section 3. Agendas for all General Membership meetings shall be approved by the Executive Board, the meeting shall be announced and agenda presented to the membership via email no later than one month prior to the meeting date.

Section 4. No business shall be conducted unless a quorum is present. Fifteen percent of the Active Membership shall constitute a quorum.

Article IX Finances

Section 1. No portion of the funds of the Suffolk School Library Media Association shall derive to the personal benefit of an individual member or group of members, with the exception of reimbursement for a previously approved expenditure on behalf of the organization, or reasonable compensation for approved services rendered the organization. Such services and/or expenditures must be approved by the President with the consent of the Executive Board.

Section 2. In the event that the dissolution of the Suffolk School Library Media Association should become mandatory, its property and financial assets shall be distributed to an organization, or organizations, advocating similar objectives.

Article X Amendments

- Sections 1. Amendments to the Constitution may be proposed in writing by:
- A. an active member of the Association for submission to the Executive Board. The Executive Board shall consider the proposed amendment and with its recommendation submit the proposed amendment to the active membership for consideration and disposition; or
 - B. the Executive Board for submission to the active membership for consideration and disposition; or
 - C. petition at least one quarter of the active membership at a regular or special meeting of the Association.
- Section 2. Amendments to the Constitution shall be adopted by a two-thirds vote of the active membership voting by email (paper ballots may be requested), following:
- A. the circulation of the proposed amendment by email at least three weeks prior to the next regular or special meeting of the Association, or the circulation of the proposed amendment at a meeting prior to the consideration by the membership at a regular or special meeting of the Association, or
 - B. a reading and subsequent discussion of the proposed amendment during a regular or

special meeting of the Association.

Article XI
Rules of Order

All items not covered by this Constitution and by-laws shall be governed by Robert's Rules of Order, Revised.

The Robert's Rules of Order shall provide the basis for the official proceedings of the Suffolk School Library Media Association.

(Note: Clerical revisions to the Constitution approved by the Executive Board December 2007)

**BY-LAWS
OF THE
SUFFOLK SCHOOL LIBRARY MEDIA ASSOCIATION**

**Article I
Name**

See Article I of the Constitution.

**Article II
Mission**

See Article II of the Constitution

**Article III
Membership**

See Article III of the Constitution

**Article IV
Duties of Officers**

Elected officers shall execute responsibilities indicated during their tenure in office.

Section 1. Duties of the President shall be to:

- A. Call and preside at all Executive Board, General Membership and special meetings of this organization.
- B. Appoint, with the advice and consent of the Executive Board, representatives to other organizations, as needed.
- C. Act as non-voting, ex-officio member of all committees of this organization and be informed of all committee meetings.
- D. Fill such vacancies as may occur in elective offices, with the advice and consent of the Executive Board. Such appointments shall remain in effect for the unexpired portion of said term of office.
- E. Appoint a parliamentarian, historian, and other Executive Board support personnel with the advice and consent of the Executive Board.
- F. Recommend to the Executive Board such measures as he/she considers desirable to further the objectives and broaden the effectiveness of the organization.

- G. Coordinate activities of all Executive Board members, including standing and Ad Hoc Committees, support personnel, and liaison chairpersons, to create a smooth running, representative organization.
- H. Arrange with the Treasurer for the auditing of the Association's financial accounts every year, during the month of June.
- I. Transmit, in good order, all records of the office of President, to the Vice-President (President-Elect), by July 1.

Section 2. Duties of the First Vice-President (President-Elect) shall be to:

- A. Perform all duties of the President in case of absence, resignation, disability, or death of the President.
- B. Succeed to the Presidency in the event that a vacancy occurs in that office during his/her term of office as Vice-President (President-Elect), and to complete the unexpired term of the President, as well as his/her own term in the Presidency.
- C. Perform such duties as the President may assign.
- D. Act as non-voting, ex officio member of all committees of the Association.
- E. Transmit, in good order, all records of the office of First Vice-President (President-Elect), to incoming First Vice-President (President-Elect), by July 1.

Section 3. Duties of the Treasurer shall be:

- A. Receive dues money from the membership and maintain an accurate record of membership so that an individual's right to vote may be validated.
- B. Pay all bills incurred by the Association, after receiving written authorization from the President, for payment of those bills exceeding ten dollars.
- C. Maintain an accurate account of the finances of the Association.
- D. Deposit all funds of the Association in a recognized, commercial bank. The Treasurer shall be bonded at such time as the Executive Board deems it necessary.
- E. Submit a written financial report at each Executive Board and General Membership meeting.

- F. Prepare and submit a budget proposal for the next year for approval by the Executive Board and the membership at the Annual General Membership meeting.
- G. Submit the financial accounts of the Association for audit each June, as directed by the President.
- H. Transmit, in good order, all records of the office of Treasurer, to the incoming Treasurer, by July 1.

Section 4. Duties of the Secretary shall be:

- A. Take the minutes of all Executive Board meetings and general membership meetings.
- B. Distribute copies of Executive Board minutes to the Executive Board no later than one week from date of meeting.
- C. Handle any official correspondence for the organization.
- D. Transmit, in good order, all records of the office of Secretary to the incoming Secretary by July 1.

Section 5. Executive Board:

- A. Voting members of the Executive Board shall include all elected officers, the immediate past president, and standing committee chairpersons.
- B. Nonvoting members of the Executive Board may include other appointees.
- C. All Executive Board and General Membership meetings shall be posted on the Association's website
- D. Any member of the Executive Board who shall be absent from three (3) consecutive Board meetings without an excuse shall be deemed to have resigned. The President shall so inform said member and the vacancy shall be filled by appointment by the President to serve the remainder of the term.
- E. A majority of the quorum shall be required for the passage of a motion. A quorum shall consist of a majority of the voting members of the Executive Board.

Article V Elections

Section 1. To provide increased continuity of office, elections shall take place according to the following schedule:

In the Spring of even numbered years, two candidates shall run for the office of Vice-President. The candidate winning the majority vote shall become First-Vice President (President-Elect).

Each Spring of even-numbered years there shall be elected a Treasurer. Each Spring of odd-numbered years there shall be elected a Secretary.

Article VI Term of Office

Section 1. The First Vice-President (President-Elect) shall serve two years as Vice-President (President-Elect) and then succeed to the Presidency.

Section 2. The Treasurer shall be elected for a period of two (2) years.

Section 3. The Secretary shall be elected for a period of two (2) years.

Section 4. Elected officers have the option to run for a second term, but they may not serve more than two (2) consecutive terms.

Section 5. Elected officers shall assume their duties at the close of the Annual General Membership Meeting.

Section 6. The out-going and in-coming Executive Boards shall meet prior to August 1st to affect the transition of functions and programs of organization. This meeting shall be convened at the discretion of the in-coming President.

Article VII Dues

Section 1. Annual dues for each category shall be set by the Executive Board at the last board meeting of the year.

Section 2. Honorary Membership shall not require the payment of dues.

Article VIII Amendments

By-laws may be amended by a majority vote of the Executive Board.