

New Jersey
Library Association
CHILDREN'S SERVICES SECTION
CONSTITUTION AND BYLAWS
REVISED 2011

CONSTITUTION OF NEW JERSEY LIBRARY ASSOCIATION
CHILDREN'S SERVICES SECTION
Revised 2011

ARTICLE I. NAME.

The name of this organization shall be the Children's Services Section of the New Jersey Library Association.

ARTICLE II. PURPOSE.

The purpose of this section is to develop and support children's librarians to improve library service to children, and to promote a better understanding of library work with children.

ARTICLE III. MEMBERSHIP.

Any member of the New Jersey Library Association may become a member upon payment of dues as provided in the Bylaws of the New Jersey Library Association.

ARTICLE IV. OFFICERS AND EXECUTIVE BOARD.

The officers of this Section shall consist of a president, a first vice-president/president-elect, a second vice-president, a secretary/treasurer, two members-at-large and the immediate past president. These shall constitute the voting members of the Executive Board which shall have power to act for the Section in intervals between membership meetings.

The Children's Services Consultant and Young Adult Consultant at the State Library shall be ex-officio members of the Executive Board. The chairs of the official CSS committees shall also be ex-officio members of the Executive Board. The Board may also invite other Section members to its meetings. Ex-officio members and invitees may assist in Board decisions but shall have no vote.

ARTICLE V. ELECTION OF OFFICERS AND EXECUTIVE BOARD.

Section 1. All officers shall be elected by mail vote and the results announced at the annual membership meeting, except that the person who has been elected first vice-president /president-elect shall, after serving the term of that office, automatically become president without further election. The second vice-president shall be the person who receives the second highest number of votes for first vice-president/president-elect.

Section 2. Elections shall be held each year. A first vice-president and a second vice-president shall be elected for a one-year term. At the completion of this term, the first vice-president shall become president for one year. A secretary/treasurer shall be elected for a two year term and a member at-large shall be elected each year for a two year term as designated in the Bylaws.

ARTICLE VI. MEETINGS.

Meetings shall be held as provided in the Bylaws.

ARTICLE VII. BYLAWS*

Bylaws may be adopted and amended by a vote of a majority of members in good standing present at any meeting.

ARTICLE VIII. AMENDMENTS.

The Constitution may be amended by a vote of the majority of the qualified members present at any meeting or by ballot, provided that specific notice of the proposed change has been given in the call for meeting at least thirty days prior to that meeting.

*Bylaws are rules adopted by an organization chiefly for the government of its members and the regulation of its affairs.

BYLAWS OF THE CONSTITUTION OF NJLA CHILDREN'S SERVICES SECTION
Revised 2011

ARTICLE I. OFFICERS.

Section 1. Duties.

a. President

It shall be the duty of the president to preside at all meetings; to appoint and dissolve committees as necessary; to represent the Section at NJLA Executive Board meetings when appropriate and NJLA Committee meetings when invited; to appoint liaisons from CSS to NJLA committees when appropriate and to perform all other duties pertaining to the office.

b. First Vice-President/President-Elect

The first vice-president/president-elect shall act as program chair for the Section; shall perform the duties of the president in the president's absence; and shall represent the Section at NJLA Conference Committee meetings.

c. Second Vice-President

The second vice-president will be an official liaison between the CSS Board and the NJLA Executive Board ensuring that a CSS Board member will attend all NJLA Executive Board meetings or obtain a summary report to present at each CSS Executive Board meeting; work with the liaison to the CSS section who has been appointed by the NJLA Executive Board to supply reports to the CSS Board; assist the First Vice-President in planning conference programs.

d. Secretary/Treasurer

The secretary shall keep the minutes of all membership and Executive Board meetings; shall give notice of all meetings and assume other duties as assigned, and the secretary/treasurer shall keep accurate financial records; shall submit bills and receipts to the NJLA treasurer; shall prepare reports for CSS Executive Board and membership meetings; and shall act as liaison to the NJLA treasurer with regard to Section financial matters.

e. Members-at-Large

Members-at-large must attend a minimum of four meetings per year; shall participate in the decisions of the Board; shall be responsible for the nomination of the CSS Executive Board slate; and shall act as official liaisons to the NJLA Public Policy Committee.

f. Past-President

The past-president will serve as an advisor to the Board in order to assure continuity of purpose.

Section 2. Nominations and Elections.

A nominating committee, consisting of the members-at-large and other members as necessary, shall be appointed by the president. All nominees must be members in good standing of CSS and have demonstrated active participation in the library community at the local and state level. Some geographic diversity in the slate of candidates is recommended.

Nominations may be received through petition. Petitions must include the signatures of five CSS members in good standing other than the nominee and the written consent of the nominee, who must also be a member in good standing. Petitions must be received by the nominating committee by October 15.

Every year the membership shall elect a first vice-president/president-elect and a second vice-president. On even-numbered years, the membership shall elect a secretary/treasurer. Each year the membership shall elect a member-at-large.

There must be at least two nominees for each office. The nominating committee need not name an additional candidate if two or more persons are nominated by petition. By December 1 there should be a slate of officers.

The slate in ballot form shall be forwarded to the NJLA elections committee for distribution to each Section member in good standing.

Section 3. Term of Office.

- a. President. One year as president and the succeeding year as past-president.
- b. First Vice-President/President-Elect. One year as vice-president and the succeeding year as president.
- c. Second Vice-President. One year.
- d. Secretary/Treasurer. Two years.
- e. Members-at-large. Two years.

New officers shall assume their duties on June 1, at the start of NJLA's fiscal year.

Section 4. Provision for filling vacant offices.

In the event that the president is unable to complete the elected term of office, the first vice-president/president-elect shall assume the duties for the remainder of the term and in addition, shall serve the term as president for which s(he) was duly elected.

In the event that the first vice-president/president-elect is unable to complete the elected term of office, the second vice-president will assume the duties of the first vice-president.

All other vacated offices shall be filled by Board appointment.

ARTICLE II. MEETINGS.

The annual membership meeting of the Section shall be held in the spring, and, when possible should coincide with the spring meeting of the New Jersey Library Association. The date for the CSS fall workshop shall be determined each year by the Executive Board. Additional membership meetings and programs shall be provided to members at least thirty days prior to the meeting.

The Executive Board shall meet whenever necessary at a time, place and date determined by the president.

ARTICLE III. DUES AND NON-MEMBER FEES

A member in good standing is defined as one whose dues are paid for the current year.

A member in good standing is defined as one whose dues are paid for the current year. Dues are payable according to the Bylaws of the New Jersey Library Association.

Non-members of CSS are welcome at any section membership meetings and programs; however, they shall have no vote. Non-members at NJLA shall pay a surcharge to be determined by the Executive Board in conformance with NJLA guidelines.

ARTICLE IV. COMMITTEES

Section 1. Standing committees shall be created 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.

Section 2. Ad-Hoc committees may be authorized by the Executive Board to complete specific tasks or for a specific time.

Section 3. Chairpersons and members shall be formally appointed by the president of CSS with Executive Board approval. Membership of committees is limited to CSS members in good standing.

ARTICLE V. DISCUSSION GROUPS.

Section 1. Establishment. Members may form a discussion group to address a common youth services issue, which is not the responsibility of a single committee, by presenting a petition signed by at least ten members to the Executive Board for approval. The petition shall include the purpose of the group and the requirements for membership.

Section 2. Discontinuance. Dissolution of a discussion group is at the discretion of the Executive Board.

Section 3. Functions. The group shall have a chairperson formally appointed by the president of the Executive Board with the approval of the Board. The Board should be kept fully informed of all meetings and activities of the group. A discussion group may disseminate information, recommendations and conclusions under the aegis of CSS and CSS may call upon the group at any time for its counsel.

ARTICLE VI. COMMUNICATIONS WITH MEMBERS

The CSS Executive Board will communicate with members of the CSS section on a regular basis through the CSS listserve. The Board will also submit news and articles to the NJLA newsletter and will post information to the CSS page of the NJLA website as needed.

This Constitution and its Bylaws have been respectfully revised and submitted by the Children's Services Section Executive Board for 2010-2011:

- Priscilla Cordero, President
- Melissa Okerblom, Vice-President/President-elect
- Christina Estlow, Treasurer
- Lindsey Gall, Secretary
- Amera Elbayar, Member-at-Large
- Audra Osario, Member-at-Large
- Melissa Ernst, Second Vice-President
- Jeri McGrath, Past President

Revisions were posted to the Children's Services Section listserve in April, 2011.

Revisions were voted on via Survey Monkey and passed at the business meeting of the Section, May 2011.