

New Jersey
Library Association
CHILDREN'S SERVICES SECTION
CONSTITUTION AND BYLAWS
REVISED 2015

CONSTITUTION OF NEW JERSEY LIBRARY ASSOCIATION
CHILDREN'S SERVICES SECTION
Revised 2015

ARTICLE I. NAME.

The name of this organization shall be the Children's Services Section of the New Jersey Library Association. Hereinafter, referred to as CSS.

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 Youth Services Specialist at the State Library shall be exofficio 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 electronic vote and the results announced via listserv, 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 2015

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 a minimum of one required NJLA Executive Board meetings per term and when appropriate; attend 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 attend a minimum of two NJLA Executive Board meetings per term and when appropriate supply reports to the CSS Board; assist the First Vice-President in planning conference programs; and manage the CSS social media presence. The second vice president may assign another member to attend additional NJLA Executive Board Meetings meetings in their place.

d. Secretary/Treasurer

The secretary shall keep the minutes of all meetings; shall give notice of all meetings, programs and Section updates using NJLA Central, 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 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; and shall participate in the decisions of the Board. Members-at-large will act as official liaison to the NJLA Public Policy Committee during their first one year term, attending a minimum of three meetings during their term. A Member-at-large may assign another member to attend a Public Policy Meeting in their place. During their second one year term,

Members-at-large shall be responsible for the nomination of the CSS Executive Board slate.

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 committed to 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 *December 1st*.

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 February 15th 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.

Meetings and programs shall be provided to members at least thirty days prior to the meeting.

The Executive Board shall meet whenever necessary, in-person or virtually 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. 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. Membership of committees is limited to CSS members in good standing. Standing committees should inform the CSS Executive Board of changes in leadership before the first meeting of the year.

CSS Standing Committees

- Books for Kids
- Garden State Children's Book Awards
- Performer's Showcase
- Summer Reading

Section 2. Ad-Hoc committees may be authorized by the Executive Board to complete specific tasks or for a specific time. 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 listserv. The Board and its standing committees will also submit news and articles to the NJLA newsletter; will post information to the CSS page of NJLA Connect as needed; and communicate with members through social media.

This Constitution and its Bylaws have been respectfully revised and submitted by the Children's Services Section Executive Board for 2015-2016:

- Colleen Afrime, President
- Candace Worrell, Vice-President/President-elect
- Jennifer Schillig, Second Vice-President
- Theresa Foster, Secretary/Treasurer
- Amy Behr, Member-at-Large #1
- Doug Poswencyk, Member-at-Large #2
- Darby Malvey, Past President

Revisions were posted to the Children's Services Section listserv in September, 2015. Revisions were voted on via Survey Monkey in November, 2015 and were unanimously approved by 7% of the NJLA CSS members who voted.