

**Reference & Adult Services Section
New Jersey Library Association
Constitution
Article I – Name**

The Section shall be called the Reference & Adult Services Section of the New Jersey Library Association.

Article II – Purpose

The Reference & Adult Services Section of the New Jersey Library Association works to enhance the effectiveness of reference and adult services, librarians, and library workers. The Reference & Adult Services Section is responsible for supporting reference and information services to all groups, in every type of library.

Article III – Goals

1. Continuing education opportunities through meetings, workshops, collaborative efforts with other NJLA sections and/or other library-oriented organizations, and annual conferences.
2. Professional visibility and career enhancement through participation and leadership in elected positions.
3. Communication and contact with fellow librarians and library workers for idea sharing and problem solving in school, public, academic and special libraries.

Article IV – Membership

Any member in good standing of the New Jersey Library Association may become a member of the Section.

Rights and Privileges

1. Each individual member shall be entitled to one vote.
2. Each individual member shall have the right to hold office.

Reference and Adult Services Section
New Jersey Library Association
Bylaws
Article I – Executive Board

1. The Executive Board of the Section shall consist of a President, Vice-President (President-Elect), Past-President, up to five Members-at-Large, a library school representative and a Recording Secretary, each of whom shall be elected for a one-year term.
2. These officers shall be elected by Section vote and announced after the annual conference.
3. The one-year term shall coincide with the fiscal year, July 1 - June 30.
4. These officers shall perform the following duties:
 - a. The President shall lead Section meetings as determined by the membership, act as Section contact to the NJLA Executive Board and Office, and perform other duties in the best interests of the Section.
 - b. The Vice-President assists the President, facilitates meetings in the absence of the President, and performs other duties in the best interests of the Section.

c. The Secretary records minutes and posts them on the Section webpage and other communication channels.

d. Members-at-Large represent the general membership on issues of interest or concern relative to the Section and are expected to participate in the business of the Section's Executive Board. Members-at-Large will take meeting minutes in the absence of the Recording Secretary.

e. The Library School Representative represents the Library School student perspective and is expected to participate in the business of the Section Executive Board.

5. All vacancies of the Section's Executive Board can be filled by any NJLA member in good standing, and are selected by majority vote of the Section. If the office of President is vacated before the completion of their term (defined as July 1 – June 30) the remainder of the term shall be filled by the Vice-President.

Article II – Meetings

Business meetings, tours, workshops, and programs shall be held at least six times a year, at the discretion of the Section officers for the greatest interest of the members.

Article III – Amendments to the Constitution and Bylaws

Bylaws may be adopted or amended:

1. By a majority vote of Section members present at any business meeting, provided that the specific notice of such change has been given at least 14 days prior to that meeting; or
2. By a majority vote of Section members via email, provided specific notice of the proposed change has been given at least 14 days prior to the date on which results will be announced.

This Constitution may be amended:

1. By a majority vote of Section members present at any business meeting, provided that the specific notice of such change has been given at least 14 days prior to that meeting; or
2. By a majority vote of Section members via email, provided specific notice of the proposed change has been given at least 14 days prior to the date on which results will be announced.

Article IV – Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order, Newly Revised ed., shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with the Constitution, Bylaws, or any special rules of order the Section may adopt. Created December 2003 Revised January 2007 Revised January 2017 Revised September 27, 2021