

**By- Laws
of the Library Association of Rockland County, Inc.**

Article I Name

The name of the Association shall be THE LIBRARY ASSOCIATION OF ROCKLAND COUNTY, INC.

Article II Mission

The mission of the Association shall be as follows:

- * to support and promote public libraries, public library development and public library services in Rockland County;
- * to act as a forum for the exchange of ideas among the members of the Association;
- * to assume a leadership role in charting the course of future public library needs in Rockland County;
- * to foster cooperation between all individuals and organizations interested in the welfare of the public libraries of Rockland County.
- * to promote cooperation among all libraries in Rockland County

Article III Membership

1. Eligible Persons

All persons having an interest in the mission of the Association as set forth in Article II of this document shall be eligible for membership in the Association.

2. Eligible Organizations

Any organization or institution other than public libraries may apply for membership as a sponsoring organization of the Association.

3. Dues Schedule

Dues for individual memberships and sponsoring memberships will be set at the discretion of the Board of the Association.

4. Qualifications for Voting

Any individual member who is in good standing for a minimum of one month prior to the Annual Meeting of the Association is entitled to vote at the meeting. Sponsoring organizations are entitled to designate a representative to cast a single vote. Proxy voting is not permitted.

Article IV Divisional Structure

1. Members

The following groups shall be designated as Member Divisions of the Association:

The Adult Services Division shall be comprised of librarians, paraprofessionals and others who primarily serve adult populations.

The Youth Services Division shall be comprised of librarians, paraprofessionals and others who primarily serve juvenile populations. .

The Advocates Division shall be comprised of library directors, trustees and other library advocates.

The Support Services Division shall be comprised of libraf)' assistants, technicians, circulation and technical services, aides, etc.

2. Definition

Each Division shall set goals and maintain objectives that reflect the Mission of the Association as set forth in Article II of these By-Laws.

The Chair of each division shall serve on the Executive Board of the Association provided that the

Division:

- * elects a Chair and a recorder annually,
- * maintains a minimum of 10 registered members.

If a Division does not meet the above requirements, a vacancy shall exist on the Executive Board Until such time as the requirements are met.

3. Responsibilities

The Divisions shall work with the Executive Board in carrying out the Mission of the Association by providing relevant programs and continuing education in their respective areas of concentration. The Divisions are required to submit in a timely fashion to the Association Treasurer any receipts, bills and/or vouchers encumbered by the Division. The Divisions may not encumber any funds of the Association without the express permission of the Executive Board.

Article V Executive Board

1. Members

All members of the Executive Board must be members of the Association. The Executive Board shall consist of the chair of each of the Member Divisions as described in Article IV of this document, in addition to not more than 7 duly elected members of which 5 will be Rockland public library directors. In no case shall the Executive Board be comprised of more than 11 members. Executive Board members shall serve 3 years commencing with the Organizational meeting following the Annual meeting.

2. Duties

The Executive Board shall administer the affairs of the Association and shall formulate the policies by which the Association shall be governed. The Executive Board shall act as a clearing house for all public statements and for applications for external funding.

3. Voting

At all meetings of the Executive Board, all questions which are not specifically designated as requiring a two-thirds majority for passage shall be decided by a majority of those present and qualified to cast a ballot. An Executive Board member may appoint a voting substitute for meetings.

4. Quorum

A simple majority of the members of the Executive Board shall constitute a quorum at any meeting of the Board.

5. Meetings

Regular meetings of the Executive Board shall be held at a date, time and place to be designated by the officers of the Association, but in no event less than six times per year. Special meetings of the Executive Board may be held at the discretion of the President or by the written petition of any three members of the Board.

6. Nomination and Election of Officers

The President of the Board shall appoint a Nominations Committee of not less than three persons to screen candidates and recommend individuals qualified and willing to stand for election to any vacancies on the Board (with the exception of the Division Chairs) at the next Annual Meeting. Nominations may be received from members in attendance at the Annual Meeting. The Executive Board shall make all reasonable efforts to disseminate the slate of candidates to the membership prior to the Annual Meeting of the Association.

7. Vacancies

With the exception of the Division Chairs, when a member of the Executive Board is removed or is otherwise disqualified from the performance of his /her duties, the vacancy shall be filled by an appointee of the Executive Board. Said appointee shall serve until the next Annual Meeting of the Association. At that time, the membership shall vote for a candidate to fill the unexpired term of office.

8. Removal

The Executive Board may, by a two-thirds vote of its membership, remove any officer or member because of un-excused absence from three consecutive meetings or for any other reason deemed to be good and sufficient cause.

Any officer whose removal is to be voted upon shall be given written notice not less than seven days in advance of the meeting at which said vote is to be taken. Notice shall also be given to all members of the Executive Board. The text of the notice shall include an explanation of the reason for the proposed removal.

Article VI Officers

1. The officers of the Association shall consist of the following:

- * President
- * Vice President
- * Secretary
- * Treasurer

Determination of officers shall be made at a re-organizational meeting of the Board following the Annual Meeting.

2. Term of Office

Officers shall serve for one year commencing with the organizational meeting.

3. Duties

The duties of the officers shall be those implied by their respective titles and those specified by these By-Laws.

The **President** shall conduct all meetings of the Association and the Executive Board. S(He) shall prepare and disseminate the agendas for all meetings. Upon consultation with the Executive Board s(he) shall appoint the chairpersons of all standing and special committees. In the absence of the president, the vice president shall conduct all meetings of the Association and the Executive Board.

The **Treasurer** shall have responsibility for all the financial records of the Association, the deposit of funds to the accounts of the Association, and the proper disbursement of funds pursuant to authorization by the officers and/or the Executive Board. S(He) shall prepare a financial report to be presented to all members of the Association in conjunction with the Annual Meeting of the Association. The treasurer will arrange for an annual audit of the Association. In all cases the Treasurer will be designated the initial receiver of funds and will apprise the Membership Chair of all applicants for membership.

The **Secretary** shall take and keep the minutes of all meetings of the Association and the Executive Board and shall conduct all correspondence. The secretary shall disseminate the minutes of the meetings to the members of the Association. The secretary will apprise the membership of any scheduled meetings of the Association. The secretary will oversee a call for membership each November for the following calendar year.

Article VII Committees

1. The President of the Board of the Association shall determine the need for ad hoc committees and shall appoint the members of such committees.

2. The President shall serve as ex officio member of all committees of the Association.

3. The Standing Committees of the Association shall consist of:

- * Membership
- * By-Laws
- * Advocacy
- * Grants

The Chairs of the Standing Committees shall be appointed by the President of the Executive Board.

Article VIII Meetings

1. Annual Meeting

The Annual Meeting shall be held in May at such date, place and time as may be determined by the Executive Board. The Annual Reports of the president, the treasurer and any committees that the Executive Board shall deem appropriate shall be presented to the membership.

2. Special Meetings

Special meetings may be called at any time by the Executive Board by written petition of any fifteen Association members in good standing. The agendas of special meetings shall be limited to the purposes set forth in the petition.

3. Notice of Meetings

The Executive Board shall provide that timely and sufficient notice of meetings be sent to each member of the Association.

4. Quorum

A minimum of thirty (30) individuals being present at the Annual Meeting, shall constitute a quorum for the transaction of the business of the Association.

5. Voting

At all meetings of the Association, all questions not otherwise designated as requiring two-thirds votes for their resolution shall be determined by a simple majority of the qualified members in attendance.

Article IX Amendment

The By-Laws of the Association may be amended at any Annual or special meeting called for this purpose pursuant to the procedures set forth in Article VIII of these By-Laws. A two-thirds vote of the members present is required to make any change.

Article X Parliamentary Authority

The latest edition of *Roberts' Rules of Order* shall govern all proceedings of the Association that have not already been specified in the above Articles.

Article XI Severability

A determination of invalidity of any part of these By-Laws shall not invalidate any other part. The portions determined to be invalid shall be deemed severed from this document and the remainder shall remain in full force and effect.

revised 1/3/02