

By- Laws of the Library Association of Rockland County

Article I Name

The name of the Association shall be **THE LIBRARY ASSOCIATION OF ROCKLAND COUNTY**

Article II Mission

The mission of the Association shall be as follows:

- To support, to promote, and to advocate for public libraries, public library development and public library services in Rockland County, NY among its members, the general public, and legislators.
- 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. Dues Schedule

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

3. 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. Proxy voting is not permitted.

4. Membership includes participation in one or more of the following divisions

The **Adult Services Division** shall consist of professional librarians, paraprofessionals and others currently working in Rockland libraries who primarily serve adult populations.

The **Children's Services Division** shall be comprised of professional librarians, paraprofessionals and others currently working in Rockland libraries who primarily serve juvenile populations.

The **Teen Services Division** shall be comprised of professional librarians, paraprofessionals and others currently working in Rockland libraries who primarily serve teen populations.

The **Customer Services Division** shall be comprised of Circulation and Technical Services staff who currently work in Rockland libraries.

The **Advocates Services Division** shall be comprised of library directors, trustees and others who are interested in furthering library service in Rockland County.

Definitions

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 annually.

* maintains a minimum of 8 registered members.

If a Division does not meet the above requirements, the Executive Board may appoint a chair from the Division membership until an election can be held.

Responsibilities

The Divisions shall work with the Executive Board in carrying out the Mission of the Association by providing relevant programs and continuing education for their division membership. 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.

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Article IV Organizational Structure

1. Administration

The business of the Association shall be administered by an Executive Board, including 5 Divisional Chairs as described in Article 5 of this document, in addition to not more than 8 duly elected members of which 6 will be Rockland public Library Directors, Library Managers or Assistant Directors. If a Library Director, serving on the Executive Board is no longer serving as a Library Director, Library Manger or Assistant Director within Rockland, s/he will have been deemed to have resigned their position on the Executive Board. In no case shall the Executive Board be comprised of more than 13 members. Association members may attend meetings of the Executive Board and any meeting held by a Division of which they are a member. Executive Board members shall serve three years commencing with the organizational meeting following the annual meeting. All Executive Board members must be Association members.

Article V Executive Board

1. 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.

2. 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.

3. Quorum

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

4. 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 Executive Board. Meetings may be conducted via videoconferencing in accordance with New York State Open Meetings law.

5. 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.

6. Removal

The Executive Board may, by a two-thirds vote of its membership, remove a member for any 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. If any officer or member has un-excused absences from three consecutive meetings, (s)he shall be deemed to have resigned and will no longer be a member of the Executive Board.

Article VI Officers

The officers of the Association shall consist of the following:

- President
- Vice President/President-elect
- Secretary
- Treasurer

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

1. Term of Office

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

2. Duties

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

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The **President** shall conduct the Annual Meeting of the Association and all meetings of 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. The President is responsible to complete and submit the annual county grant application. The past-President and current VP/Pres- Elect shall assist each year. The President receives the archive folder from the Secretary for review and addition of any other materials. The President files the materials in the archives.

The **Vice President/President-Elect** shall conduct the Annual Meeting of the Association and any meeting of the Executive Board in the absence of the President. The Vice President/President-Elect shall assume the Presidency at the completion of the current President's term following the Annual Meeting of the Association. The Vice President/President-Elect will oversee a call for membership each November for the following calendar year.

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 the Annual Meeting of the Association and all meetings of the Executive Board. The Secretary shall post the minutes of the meetings to the Association's website. The Secretary is responsible for collecting minutes, budget, County budget, scholarship applications and other pertinent information and board documents for the period of July 1-June 30 for the archives which are then sent to the President for review and inclusion in the archives.

3. Nomination and election of officers.

The President of the Executive Board shall appoint a Nominations Committee in January of not less than three persons to screen candidates and recommend individuals qualified and willing to stand for election to any vacancies on the Executive Board (with the exception of the Division Chairs) at the next Annual meeting. A report of the Nominating Committee shall be submitted to the President no later than thirty days before the annual meeting. Consent of all nominees shall be secured prior to nomination. 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.

Article VII Committees

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

- Membership
- By-Laws
- Advocacy
- Grants
- Scholarships

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

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

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

Article VIII Meetings

1. Annual Meeting

The Annual Meeting shall be held 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 seven Association members in good standing. The agendas of special meetings shall be limited to the purposes set forth in the petition.

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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.

Adopted June 2012, Revised June 2016, Revised June 2017