



New York State Library Assistants' Association

BYLAWS

Article I: Nominations

Section A: At least one month prior to the annual election of officers, the Election Committee shall present to the Executive Council a nominee slate for the offices being elected.

Section B: Officers

- B.1 Each even-numbered year, the Election Committee shall present a nominee slate for the offices of Vice President, Recording Secretary, Membership Secretary, and Conference Coordinator.
- B.2 Each odd-numbered year, the Election Committee shall present a nominee slate for the offices of President, Treasurer and Corresponding Secretary.

Section C: After the nomination deadline has passed, additional nominations may be presented to the Executive Council in writing, in person, or by electronic communication in order to fill any vacant offices on the nominee slate before the ballot is published.

Section D: Each nomination must be accompanied by a letter of acceptance from the nominee.

Section E: Any regular Association member in good standing for a minimum of two years may be nominated.

Section F: No person may appear on the ballot for more than one office, nor may any person stand for election for an office that will run concurrently with any office s/he now holds.

Article II: Elections

Section A: Officers

- A.1 The annual election of officers shall take place during the month of October.
- A.2 The Chair of the Election Committee shall declare as elected the candidate receiving the highest number of votes cast for the respective office in accordance with Article I, Section B.1 and B.2. In the event of a tie, the Chair of the Election Committee will cast the deciding vote. The Chair of the Election Committee will not otherwise vote in an election.
- A.3 The new officers shall assume their duties January 1st following the election.

Section B: Election Procedures

- B.1 In the event of a totally unopposed slate of nominees, the Chair of the Election Committee shall inform the membership before the end of the year, and shall declare those nominees to be the new officers in January.
- B.2 In the event of a partially unopposed slate of nominees, ballots including the names of all candidates shall be sent to the membership as usual; unopposed nominees shall be listed as such and designated as elected.

Article III: Meetings

Section A: In any meeting of the Executive Council, a majority of the Executive Council shall constitute a quorum.

Section B: In any meeting of the Association, twenty-five (25) percent of the regular membership shall constitute a quorum.

Section C: Executive Council members who are absent from more than two Executive Council meetings within the Association's fiscal year may be subject to removal from office by a majority vote of the Executive Council.

Article IV: Officers

Section A: Eligibility and term of appointment

- A.1 All officers must be regular Association members in good standing for a minimum of two years.
- A.2 In the event that the President shall not serve out a full term, the Executive Council may schedule a special election to be held within three (3) months of the vacancy in which a President shall be nominated and elected to serve the unexpired remainder of the term. The Vice President shall serve as presiding officer until such special election is held and a President is declared elected.
- A.3 Other vacancies on the Executive Council shall be filled for the unexpired portion of the term by appointment by the President with the majority consent of the Executive Council.
- A.4 All officers shall serve for two years and may be re-elected.

Section B: Duties

- B.1 The President shall: 1) prepare an agenda for all general sessions and for meetings of the Executive Council; 2) preside at all general sessions of the Association and at meetings of the Executive Council; 3) fill the vacancies in the Executive Council by appointment; 4) authorize the creation of ad hoc and special committees; 5) act for the Executive Council between meetings of the Executive Council; 6) collect written annual reports from all officers, committee chairs, the NYSLAA Ambassador, and the Certificate of Achievement Review Board Coordinator for publication in the first quarter newsletter; 7) be the liaison with the Community Outreach Committee; 8) perform other duties as may be required.
- B.2 The Vice President shall: 1) perform the duties of the President in the President's absence; 2) serve as the Association's archivist; 3) be the liaison with the Certificate of Achievement Review Board; 4) perform other such duties as may be required.
- B.3 The Recording Secretary shall: 1) keep and distribute the official record of all general sessions of the Association and of the meetings of the Executive Council; 2) chair the Newsletter Committee; 3) chair the Election Committee in odd years; 4) perform such other duties as may be required.
- B.4 The Membership Secretary shall: 1) receive and process membership applications; 2) maintain a list of correct names and addresses of active (both regular and associate) members of the Association; 3) supply the Election Committee with a current list of regular members; 4) chair the Membership Committee; 5) perform such other duties as may be required.
- B.5 The Corresponding Secretary shall: 1) conduct such correspondence as may be directed by action of the Executive Council or Association; 2) be the liaison with the Public Relations Committee; 3) chair the Election Committee in even years; 4) perform such other duties as may be required.
- B.6 The Treasurer shall: 1) receive, record, hold, and disburse all monies of the Association at the direction of the Executive Council; 2) prepare a written annual statement of accounts for the Association; 3) meet annually with a Certified Public Account for tax preparation; 4) perform such other duties as may be required.

B.7 The Conference Coordinator shall: 1) work closely with the local conference host to prepare the annual conference; 2) manage the budget for conference income and expenses; 3) sign contracts with all conference venues; 4) set registration cost based on estimated expenses; 5) prepare conference brochure, program, and any other conference print materials; 6) arrange for conference apparel and other NYSLAA items to sell; 7) be the liaison with the Donations Committee; 8) perform other duties as may be required.

Section C: Each Executive Council member shall submit a written report to the President in January.

Article V: NYSLAA Ambassador

Section A: The NYSLAA Ambassador shall: 1) be a regular Association member in good standing for a minimum of two years; 2) be appointed for a two-year term by the Executive Council with the opportunity for reappointment.

Section B: The NYSLAA Ambassador shall: 1) act as an advocate of the Association by representing the Association at conferences and other meetings at the request of the Executive Council; 2) assist in the promotion of the Certificate of Achievement Program, as well as other Association programs and activities; 3) submit a written annual report to the President in January.

Article VI: Certificate of Achievement Program

Section A: The Certificate of Achievement Program is defined by the Certificate of Achievement Program Guidelines. Proposed changes to the Guidelines must be submitted for approval to the Executive Council; a majority vote of the Executive Council is required for passage.

Section B: A Review Board reporting to the Executive Council shall administer the Program. The Review Board shall be comprised of regular Association members representing a variety of libraries and library systems. Members of other library organizations may be invited to serve at the request of the Review Board.

Section C: Review Board members shall serve for a term of either two or three years and are approved by the Executive Council.

Section D: The Review Board Coordinator shall: 1) be a regular Association member who is in good standing for a minimum of two years who has earned his/her Certificate of Achievement; 2) be selected by fellow Review Board members; 3) submit a written annual report to the President in January.

Section E: The Certificate of Achievement shall be awarded to library assistants who fulfill the requirements stated in the Program Guidelines and are approved by the Review Board.

Article VII: Committees

Section A: Ad hoc and special committees

- A.1 The term of appointment shall be up to one year, with the opportunity for reappointment.
- A.2 These committees will receive a written charge from the Executive Council and will file a final report upon the completion of their charge.

Section B: Standing Committees

- B.1 Committees are: Community Outreach, Donations, Election, Membership, Newsletter, and Public Relations.
- B.2 Duties will be established by the Executive Council and reviewed annually.

Section C: Membership, Meetings, Reports

- C.1 All committee chairpersons shall be regular Association members in good standing for a minimum of two years; each may select committee members. As members are selected, their names shall be filed with the Recording Secretary and approved by the Executive Council.
- C.2 Each committee shall meet as often as deemed necessary by the chairperson and minutes shall be submitted to the Executive Council. A majority of the membership shall constitute a quorum for a meeting of a committee. Any member of the Association may attend meetings of the committees.
- C.3 Each committee shall submit: 1) a summary of its activities to their respective liaisons for each Executive Council meeting; 2) an annual report to the President in January.

Article VIII: Archives

Section A: It shall be the responsibility of the Vice President to assure proper disposition of all archival material.

Article IX: Dues

Section A: The amount of the annual dues shall be set by the Executive Council.

Section B: The annual dues for associate membership shall be an amount which is less than that for regular members.

Section C: The dues year shall be from January 1 through December 31.

Article X: Finances

Section A: The fiscal year of the Association shall be January 1 through December 31.

Section B: No officer, committee, or member of the Association shall incur any expense unless authorized by the Executive Council, nor shall the Treasurer make any payments except for expenditures so authorized. The President, Treasurer, and Membership Secretary shall have the power to sign checks for the Association.

Section C: An internal audit of the Association's finances may be conducted annually between January 1 and March 31 by a qualified member(s) appointed by, but not a member of, the Executive Council. A final written report shall be submitted to the Executive Council and made available to the membership.

Section D: An external audit of the Association's finances shall be conducted annually by a Certified Public Accountant.

Section E: Taxes shall be filed annually by a Certified Public Accountant.

Article XI: Voting Privileges

Section A: Only regular members may vote on referenda or in general elections.

Section B: At Executive Council meetings all members of the Executive Council, excluding the presiding officer and ex-officio members, shall have one vote. The presiding officer shall cast the deciding vote in case of a tie.

Section C: A membership referendum may be requested by petition to the President, and signed by twenty-five (25) percent of all regular members.

Article XII: Amendments

Section A: These bylaws may be amended by an affirmative vote of a majority of the regular Association members casting ballots.

Section B: An amendment may be proposed by majority vote of the Executive Council or by written petition (filed with the Recording Secretary) of at least ten (10) percent of the regular Association members.

Section C: Votes on amendments to the Bylaws shall be conducted by paper or electronic ballot.

Section D: An amendment shall become effective immediately upon its passage unless otherwise specified at the time of the vote.

RATIFIED JUNE 10, 1988
Amended September 6, 1990
Amended January 14, 1992
Amended May 3, 1993
Amended October 15, 1997
Amended October 18, 2000
Amended October 31, 2006
Amended September 1, 2014