

CONSTITUTION OF THE CHILDREN'S SERVICES DIVISION  
OF THE  
NASSAU COUNTY LIBRARY ASSOCIATION

ARTICLE I: NAME

Section 1. This organization shall be known as the Children's Services Division of the Nassau County Library Association.

ARTICLE II: OBJECT

Section 1. The object of this Division shall be:

- a. To unite in one division all those who are interested in library service to children.
- b. To provide a forum, through meetings and publications, for the discussion of ideas whereby personnel of individual libraries can make comparisons and work for improvement.
- c. To have representation on the Executive Board of the Nassau County Library Association.

ARTICLE III: MEMBERSHIP

Section 1. Membership in the Children's Services Division shall be open to any person, engaged in or interested in library services to children, upon payment of dues as indicated in the dues structure of the Nassau County Library Association.

ARTICLE IV: ADMINISTRATION

Section 1. The administration of the affairs of the Children's Services Division shall be vested in the Executive Board, this shall consist of the Officers of the Division, the immediate Past President and two elected Directors.

Section 2. There shall be at least four regularly scheduled Board meetings during the year. All regularly scheduled Board meetings shall be open to the Division membership.

Section 3. Special meetings of the Executive Board may be called by the President or by request of the majority of the Board.

Section 4. There shall be an Annual Meeting after the general election at which time the newly elected Officers will be installed to take office on January 1.

#### ARTICLE V: OFFICERS

Section 1. The Officers of this Division shall be:  
President  
Vice-President (President-elect)  
Immediate Past President  
Corresponding Secretary  
Recording Secretary  
Treasurer (2 year term)  
2 Directors (2 year term-w/ alternating election cycle)  
All of whom shall be members in good standing of NCLA

Section 2. Officers shall assume office on January 1.

Section 3. Officers shall perform the duties of their respective office and other duties as may be approved by the Executive Board.

Section 4. Vacancy in the office of Treasurer, Corresponding Secretary, Recording Secretary or Director shall be filled for the period of the unexpired term by majority vote of the Executive Board. Should a vacancy occur in the office of the President, the Vice-President (President-elect) will succeed to the office of President to complete that term. On January 1, he or she will automatically succeed him or herself to serve his or her regular term as President.

In the event of a vacancy in the office of Vice-President (President-elect), an interim Vice-President shall be appointed by the Executive Board from among its elected members to serve until the expiration of the term.

In the event of vacancies in both the office of President and Vice-President (President-elect), a special election must be called and completed by the Nominating Committee within three months of the vacancies. The Board shall elect an interim President and Vice-President from among its elected members to serve until the new officers are elected.

#### ARTICLE VI: MEETINGS

Section 1. There shall be at least two general meetings which shall be open to the Division Membership: who shall be notified of the time and place of each meeting. One of the meetings shall be the Annual Meeting of the Children's Services Division.

Section 2. Special meetings may be called by the President, at the request of a majority of the Executive Board, or at the request of any ten members.

Section 3. There shall be an Annual Meeting after the general election at which time the newly elected Officers will be installed to take office on January 1.

#### ARTICLE VII: RULES OF ORDER

Section 1. All meetings shall be conducted under Robert's Rules of Order, Newly Revised.

Section 2. A majority of the Executive Board shall constitute a quorum for meetings of the Executive Board.

Section 3. The members present shall constitute a quorum at any regular or special meeting of the Division.

Section 4. A majority of members present shall be sufficient for the adoption of any motion that is in order.

#### ARTICLE VIII: AMENDMENTS

Section 1. Any proposed change to the constitution will be sent in writing to the entire membership of the division at least 30 days prior to a vote. Then constitution may then be amended by a majority vote of the membership of the division present at the meeting at which a vote is to be taken.

Section 2. Proposed amendments tabled or referred back to committee by vote of the members must be resubmitted in writing at least thirty days prior to the date of the meeting at which a vote is to be taken.

### BY-LAWS

#### ARTICLE I: FINANCING

Section 1. Each year the Division shall request that the Executive Board of the Nassau County Library Association include in the Association's budget an amount for the Children's Services Division.

Section 2. The Children's Services Division may make special requests for funds to the Nassau County Library Association Executive Board during the year if it requires additional funds above its budgeted amount.

#### ARTICLE II: NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 1. At the time special appointments of chairpersons of standing committees are made, the President shall appoint, with the approval of the Executive Board, a Chairperson of the Nominating Committee.

Section 2. The Executive Board shall submit to the nominating Committee Chairperson

a list of at least eight names, from which the Chairperson shall select four to serve on the Nominating Committee. Two members of the Nominating Committee shall be from the general membership and two members shall be from the Board.

- Section 3. The Nominating Committee shall present a slate of at least one candidate for each of the elective offices of Vice-President (President-elect), Corresponding Secretary, Recording Secretary, Treasurer and Director.
- Section 4. The elected Vice-President (President-elect) is automatically the incoming President.
- Section 5. All officers shall be elected for a period of one year excepting, each year one Director shall be elected for a period of two years. Treasurer is a two year term.
- Section 6. The Nominating Committee shall send to the entire membership names of candidates no later than October 5th, with a written ballot to be returned no later October 20th. Election shall be by majority vote.
- Section 7. Nominations for all positions may also be made by petition, signed by five members in good standing filed with the Chairperson of the Nominating Committee no later than September 10th.
- Section 8. Officers shall be installed at the Children's Services Division Annual Meeting in December, to take office on January 1st.

### ARTICLE III: DUTIES OF OFFICERS AND ELECTED DIRECTORS

#### PRESIDENT

- Section 1. It shall be the duty of the President to preside at all meetings and to enforce all laws and regulations relating to the administration of this organization. The President's materials and records for their term of office shall be archived.
- Section 2. The President shall be a member ex-officio of all committees. The President shall serve on the executive Board for 1 year as the Immediate Past-President.
- Section 3. The President shall appoint Chairpersons of Committees and establish Ad-Hoc Committees when deemed necessary.
- Section 4. The President, or an appointed representative, shall attend the meetings of the Executive Board of the Nassau County Library Association.

#### VICE-PRESIDENT

- Section 5. In the absence of the President, the Vice-President shall have all the powers and prerogatives of the President. The Vice-President shall be the President-elect.
- Section 6. The Vice-President shall be a member ex-officio of all committees except the Nominating Committee.
- Section 7. The Vice-President shall arrange for programming for the Mid-Winter Workshop at the February Meeting, the Long Island Library Conference in May and the Annual Meeting in December.

#### CORRESPONDING SECRETARY

- Section 8. The Corresponding Secretary shall conduct all correspondence, shall issue notices of meetings and shall keep a register of the members of the Division. The Corresponding Secretary shall promote and expand membership in the Division.

#### RECORDING SECRETARY

- Section 9. All resolutions and proceedings of the Children's Services Division membership and Children's Services Division Executive Board meetings shall be kept by the Recording Secretary, and archived at the end of their term.

#### TREASURER

- Section 10. All invoices covering the Children's Services Division expenditures shall be approved by the Treasurer, upon authorization of the President, and submitted to the Nassau County Library Association Treasurer Services for payment. The Treasurer of the Children's Services Division shall submit a financial report at each general meeting.

#### ELECTED DIRECTORS

- Section 11. It shall be the duty of the Elected Directors to serve as Chairpersons of Standing Committees designated by the President.

#### ATTENDANCE

- Section 12. It shall be the duty of the Vice-President, Corresponding Secretary, Recording Secretary, Treasurer and Elected Directors to attend all Executive Board meetings of the Division.

#### ARTICLE IV: COMMITTEES

- Section 1. There shall be at least 7 Standing Committees, which shall include:
- a. The Continuing Education/Intellectual Freedom Committee
  - b. The Legislation/Grants/Public School Cooperation Committee
  - c. The Outreach Committee
  - d. The Personnel Issues/Constitution and By-Laws Committee
  - e. The Public Relations/Graphics Committee
  - f. The Public Relations/Media Committee
  - g. The R.I.F. Committee
- Section 2. Each elected Director shall serve as a Chairperson of a Committee designated by the President.
- Section 3. The remaining Committee Chairpersons shall be appointed by the president from the general membership.
- Section 4. Chairpersons of Standing and Ad-Hoc Committees shall be considered members of the Executive Board.