

School Library Systems Association of New York State Bylaws

Article I. Designation

Section 1. Status

The School Library Systems Association (SLSA) of New York State is an incorporated, nonprofit organization with 501(c)(3) status.

Section 2. Membership

SLSA is comprised of School Library Systems (SLS) throughout the state. Each School Library System (SLS) Director, from a SLS in good standing, shall be a voting representative of the member system. Membership also entitles the SLS Director access to the SLSA listserv, the password protected portion of the SLSA website and all meeting documents and other pertinent information.

Section 3. Standing

A SLS will be a member in good standing if the membership dues or purchase order are received by October 31 or have been waived by the Executive Board.

Section 4. Term of membership

Membership is from November 1-October 31.

Article II. Officers

Section 1. Eligibility

Voting members of SLSA are eligible to be officers. The President and the President-Elect shall not be from the same region whenever possible.

Section 2. Terms of Office and Time of Election

The terms of office begin at the annual meeting as defined in **Article V, Section 2. Annual Meeting** and shall be as follows:

President – One year, automatically succeeds to office.

President-Elect - One year, elected annually.

Vice President for Advocacy – Two years, elected odd numbered years.

Secretary – Two years, elected even numbered years.

Treasurer – Two years, elected odd numbered years.

Immediate Past President – One year.

Members may not serve consecutive cycles as President-Elect, President, and Immediate Past President.

Members may serve a maximum of two consecutive terms as Vice President for Advocacy, Secretary, and Treasurer.

Section 3. Vacancy in Office

In the event of a vacancy in the office of President, the President-Elect shall complete the unexpired portion of the President's term before automatically succeeding to the full year as President. A vacancy in the office of President-Elect shall be filled by a special election in accordance with **Article IV. Election of Officers**. Vacancies in other offices shall be filled by a member of the Executive Board, except for the office of Immediate Past President, which shall remain vacant.

Section 4. Emergency Action

Emergency decisions requiring immediate action may be made by the President, the President-Elect, the Secretary and the Treasurer, acting as a Committee. The Executive Board shall be advised immediately of such decisions by the committee.

Section 5. Duties of Officers

The officers shall perform the duties pertaining to their respective offices including the duties specified in these bylaws and such other duties as may be approved by the Executive Board.

President

The President is the official spokesperson for the organization. He/she will articulate and endeavor to fulfill the vision, mission and goals as defined by the membership and the Executive Board.

The President shall work closely with the President-Elect preparing documents which articulate the vision, mission and goals of the organization.

The President shall endeavor to develop a collective sense on issues of concern and be alert to opportunities which lead to organizational consensus.

The President shall prepare agendas, preside at all meetings of the organization and the Executive Board, confirm the chairperson of all committees as recommended by each committee, and carry out the directives of the organization. Tentative agendas shall be distributed no later than one month prior to any meeting.

President-Elect

In the absence of the President, the President-Elect shall preside at all meetings of the organization and the Executive Board, succeed to the Presidency in the event a vacancy occurs, and complete the unexpired portion of the President's term.

The President-Elect shall work closely with the President preparing documents which articulate the vision, mission and goals of the organization.

The President-Elect shall make arrangements for meeting rooms and refreshments for all meetings, schedule any guest speakers or programs, when appropriate, and coordinate all ongoing committees. The President-Elect shall chair the SLSA Spring Institute planning committee.

Vice President for Advocacy

The Vice President for Advocacy shall serve as a SLSA representative and if possible, as an at-large voting member on the New York Library Association (NYLA) Legislative Committee. In addition, the Vice President for Advocacy shall keep the general membership informed of advocacy issues and assist with legislative position papers.

Secretary

The Secretary shall maintain the correspondence and records of the organization, keep and distribute minutes of all meetings to the general membership for General Membership and Executive Board meetings no later than one month after the meeting(s).

Treasurer

The Treasurer shall keep financial records of the organization, deposit all funds in the account of the organization, and disburse funds when authorized by the Executive Board.

The Treasurer shall submit written reports at each scheduled meeting, at the end of the fiscal year and also at the request of the President.

The Treasurer shall provide a general invoice on the SLSA web site for SLS annual membership dues and any other dues by May 1.

The Treasurer shall submit all documents necessary for an audit when requested by the President upon recommendation of the Executive Board. This audit may occur biennially or upon a new Treasurer taking office.

Immediate Past President

The Immediate Past President shall serve as **Parliamentarian** and ensure that all articles of the SLSA bylaws are enforced.

Regional Representatives

Each regional representative is responsible for representing all of the SLS Directors in his/her region and for facilitating two-way communication between the organization and the region.

ARTICLE III. Executive Board

Section 1. Executive Board

The Executive Board shall consist of the following members:

President	(voting member)
President-Elect	(voting member)
Immediate Past President	(voting member)
Secretary	(voting member)
Treasurer	(voting member)

Vice President for Advocacy (voting member)
Regional Representatives from nine regions (voting members)

Section 2. Regional Representative Selection

The SLS Directors from each of the nine regions shall provide a recommendation to the President of who will serve as the Regional Representative. The President will appoint the representative who will serve a three year term. Selection shall take place prior to the annual meeting of the organization beginning with the following three-year schedule:

2015	2016	2017
Metro	Western	Long Island
Capital District	Central New York	North Country
South Central	Rochester	Southeastern

Terms of office for regional representatives shall follow the above schedule with terms beginning immediately following the close of the annual meeting. If a regional representative is elected to an Executive Board position, the region will select a new representative to fill the remaining term. In the event that a regional representative is unable to attend an Executive Board meeting another SLS Director, from their region, may attend in their place.

Section 3. Meetings

The Executive Board shall meet at least four times per year. Attempts should be made to hold meetings in conjunction with NYLA’s annual conference, SSLs annual conference, NYLA’s Library Advocacy Day, and the SLSA Spring Institute with meetings being scheduled at least six (6) weeks apart. Meetings of the Executive Board may be held on call by the President or on petition of four (4) or more Executive Board members. The Executive Board may conduct business by electronic teleconferencing that allows all persons participating in the meeting from different locations to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting. Voting during an electronic meeting shall be conducted by alphabetical roll call. Action taken by mail or by electronic means shall be part of the minutes of the next regular meeting of the Executive Board.

Section 4. Absences by Executive Board Members

If an elected member of the Executive Board is absent from two consecutive Executive Board meetings without valid explanation, the position shall be declared vacant by the Executive Board. In the case of regional representatives, the region represented selects a new representative to fill the remaining term. The Executive Board will elect representatives for non-regional positions that have been declared vacant, as outlined in **ARTICLE II, Section 3. Vacancy in Office.**

ARTICLE IV. Election of Officers

Section 1. Eligibility for Nomination

Nominees must be Directors of School Library Systems in good standing. Three years of experience as a School Library System Director is recommended for directors seeking positions as officers on the Executive Board.

Section 2. Procedures for Election

The nominating committee will inform all members of vacancies and solicit nominations from the general membership for the positions of President-Elect, Vice President for Advocacy, Secretary, and Treasurer before the SLSA general membership meeting held at the Spring Institute. A slate of all nominees will be drawn up and distributed by the nominating committee two months prior to the annual meeting. Multiple candidates for each position will be on the ballot when possible. Within five working days of receiving the slate of nominees, names of additional candidates may be forwarded to the nominating committee chair to be added to the final slate. Within five working days of receiving the final slate of candidates, the Secretary shall send a ballot to each voting SLS Director electronically or through the United States Postal Service (USPS).

Each SLS Director shall return their ballot to the Secretary electronically or through the USPS no later than three working days prior to the annual meeting. Candidates will be elected by a simple majority. In the event of a tie, nominations will be sent to the full Executive Board for a final vote. The results of the election shall be announced at the annual meeting.

Section 3. Special Election in event of Vacancy in Office of President-Elect

If the office of President-Elect becomes vacant, the nominating committee shall convene to nominate a new President-Elect prior to the next general membership meeting.

ARTICLE V. Meetings

Section 1. General Membership Meetings

At least two meetings of the general membership shall be held each year, one of which shall be the annual meeting.

Section 2. Annual Meeting

The annual meeting shall be held in conjunction with the NYLA Annual Conference.

ARTICLE VI. Special Committees and Appointments

Section 1. Establishment of Special Committees and Appointments

Special committees and appointment positions may be established by the Executive Board as needed. Duties of such committees shall be determined by the Executive Board. The chairperson of each committee shall be named by the Association President or elected by committee members.

Section 2. Committee Membership and Appointments

Committee members may volunteer to serve on committees. Only members of this organization are eligible for committee membership. If a member of the committee is unable to participate at two consecutive committee meetings without valid explanation, the member will be removed from the committee. The Association President shall be an ex-officio member of all committees

except the nominating committee.

Section 3. Committee Chairpersons and Appointment Responsibilities

Committee chairpersons and appointed representatives shall perform the duties as charged including notifying all committee members of meeting dates and submitting a written report to all committee members within three weeks after each meeting. The chairperson will also submit a report before each general membership meeting. The chairperson will write/revise/review a list of committee responsibilities to be posted on the SLSA website before the annual meeting. The committee chairpersons shall serve a maximum of three consecutive years. The chairperson may remain a member of the committee after completing the maximum term of chair.

Section 4. Nominating Committee

During even years, the Chair of the nominating committee shall be appointed by the School Library Systems Association President upon recommendation of the Executive Board at the annual meeting. The committee shall consist of the nominating committee chairperson, President-Elect, and at least two other members. The nominating committee chairperson shall serve for two consecutive years. Other members who hold an elected position are ineligible to serve on the nominating committee.

ARTICLE VII. Amendment of the Bylaws

These bylaws may be amended by a two-thirds vote of those members present at a general membership meeting, after consideration by the Executive Board and after written notice to the membership at least 30 days prior to the general membership meeting.

Adopted	October 27, 1999	
Amended	November 5, 2003	
Amended	June 9, 2014	
Amended	April 27, 2006	
Amended	April 29, 2009	
Amended	April 29, 2010	Judy Marsh, Chair
Amended	November 2, 2011	Danielle Yeomans, Chair
Amended	October 21, 2015	Jen Cannell, Chair