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RASS Bylaws

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ARTICLE I. NAME

The name of this section shall be Reference and Adult Services Section of the New York Library Association.

ARTICLE II. PURPOSE

The purpose of the Reference and Adult Services Section is to represent and promote the interests of librarians and information providers from all types of libraries who are concerned with the development of general and specialized reference, information and resource sharing services, information literacy, and the improvement of library services, materials and programs for adults within New York State. The Section provides opportunities for networking, continued professional development and addresses issues of statewide concern to its members.

ARTICLE III. MEMBERSHIP

Any member of the New York Library Association who is interested in the objectives of the Section shall be eligible for membership. All personal members of this Section shall be eligible to vote.

ARTICLE IV. OFFICERS and DIRECTORS

SECTION 1. The Executive officers shall be a President; Vice President, who shall be the President Elect; a Secretary; a Treasurer; and an Immediate Past President.

SECTION 2. The President and Vice President/President Elect and Past President shall be elected for one-year terms. The Secretary and Treasurer shall be elected for two-year terms. The Secretary shall be elected in odd-numbered years. The Treasurer shall be elected in even-numbered years. Directors shall be appointed for two-year terms.

SECTION 3. Newly elected officers will begin their terms at the adjournment of the annual meeting of the Section or on November 1 if there is no annual meeting.

SECTION 4. In the case of the office of President becoming vacant the Vice President/President Elect shall be appointed President. In the case of the office of the Vice President/President Elect becoming vacant, the President shall appoint the Secretary or the Treasurer who has the most seniority on the Board in terms of elected office to the position of Vice President/President Elect. In the case of a tie in years of service, with the Secretary and Treasurer each having an interest in serving in the position, the President shall draw by lot in the presence of at least two RASS members as witnesses the name of the successor. The President will then appoint a Secretary or Treasurer to complete the remaining term of office.

ARTICLE V. DUTIES OF THE OFFICERS AND DIRECTORS

SECTION 1. The Board shall consist of the five elected officers (President, Vice President/President Elect, Secretary, Treasurer, and Past President) of the Section, three appointed Directors (Director of Publications, Director of Membership, and Director of Legislation), five Committee chairs (Conference Programmer, Web Committee Liaison, Noted Author Chair, Awards Chair, and Raffle Chair), and in alternating years a Legislative Intern. Voting members of the Board shall consist of the Executive Board, Directors, and Committee Chairs. Committee Members will be non-voting members of the Board. The Board shall have the authority to conduct the business of the Section between general meetings.

SECTION 2. The Executive Board shall consist of the four elected officers of the Section and the immediate Past President. The Executive Board shall serve as the interim governing body between Board meetings, and may be delegated such powers by the Board as it sees fit. Executive Board members are expected to attend 3 out of 4 meetings per year. If an Executive Board member has missed two consecutive Board meetings without a valid excuse, the position shall be declared vacant by the Board.

SECTION 3. The President shall:

- Preside at all meetings of the Section.
- Represent the Section on the Council of the New York Library Association. If the President is unable to attend a Council meeting, the President may ask an Executive Board member to attend the meeting. The President may extend voting privileges to the Executive member for that meeting by indicating in writing to the officer and to the NYLA Assistant Director.
- Have the power to create such ad-hoc committees as are necessary to carry on the business of the Section and to name the Chairperson of each committee with Executive Board approval.
- Have the power to act for the Section when necessary, with the approval of the Executive Board, without waiting for the annual meeting.
- Be an ex-officio member of all committees, except the nominating committee.
- Prepare a written annual report to be submitted to the NYLA office as designated by the NYLA Leadership Manual.
- Submit Section goals for the year to the President of NYLA in January or as designated by the NYLA Leadership Manual
- Revise the Section Manual as needed and distribute to the Board.
- Submit the Treasurer's proposed budget to the Executive Board.
- Approve requests for reimbursement, forwarded from the treasurer, to be submitted to NYLA.
- With the approval of the Executive Board, fill vacancies in offices as prescribed in Article IV, Section 4, and Article V, Section 1.
- Retain 5 years of pertinent RASS records and ensure that records older than 5 years be archived at NYLA offices.
- Pass on all President's records in good order to the incoming President within one month after the annual NYLA conference or by November 1st if no conference is held.
- Retain past year's election ballots until January 1.
- Remain a RASS and NYLA Member in good standing during duration of term.

SECTION 4. The Vice President/President Elect shall:

- Assume the duties of the President in the absence of the latter.
- Plan annual conference programming working with the Conference Programming Committee.
- Serve as liaison to NYLA Conference Planning Committee.
- Oversee and advise the activities of the Conference Programmer.
- Attend the last NYLA Council meeting prior to representing the Section on Council as President.
- Submit activity reports to the President two weeks prior to each Executive Board meeting.
- Pass on all Vice President's records in good order within one month after the annual NYLA conference or by November 1 if no conference is held.
- Remain a RASS and NYLA Member in good standing during duration of term.

SECTION 5. The Secretary shall:

- Keep full minutes of all meetings of the Section and transmit these minutes and any other necessary reports to the Executive Board, Directors, and Committee Chairs.
- Submit activity reports to the President two weeks prior to each Executive Board meeting
- Provide full minutes to the RASS Web Liaison for posting to the NYLA website and to the NYLA office within one month of all meetings.
- Tally and report immediately the names of the successful candidates to all officers, members of the Executive Board, and candidates.
- Forward the list of incoming officers immediately after the Section elections to: President of NYLA, NYLA Executive Director, the Editor of the NYLA Bulletin and the RASS Web Liaison.
- Collect and distribute contact information of officers to RASS Board members.
- Notify manager of the Board listserv of changes to Board membership and email addresses.
- Pass on all Secretaries' records in good order within one month after the annual NYLA conference or by November 1 if no conference is held.
- Remain a RASS and NYLA Member in good standing during duration of term.

SECTION 6. The Treasurer shall:

- Receive, record, and hold all reimbursement requests of the Section under the direction of the President or Executive Board.
- Submit written financial statements at the Executive Board meetings, including the annual business meeting.
- Submit activity reports to the President two weeks prior to each Executive Board meeting
- Submit reimbursement requests to Section President and receive financial reports from NYLA.
- Serve as liaison to NYLA Treasurers meetings.
- Pass on all Treasurers' records in good order to the incoming Treasurer within one month after the annual NYLA conference or by November 1 if no conference is held.
- Assist the President to develop an annual proposed budget for approval by the Executive Board. Be available to advise the Executive Board, Directors and Committee Chairs on planning Section expenses and revenues.
- Remain a RASS and NYLA Member in good standing during duration of term.

SECTION 7. The Director of Publications shall:

- Chair ad-hoc Publications Committee with Executive Board approval.
- Serve as Editor of the **RASSmatazz, distribute newsletter to members and web liaison.**
- Submit activity reports to the President two weeks prior to each Executive Board meeting
- Pass on all Director of Publications records in good order to the incoming Director of Publications within one month after the annual NYLA conference or by November 1 if no conference is held.
- Remain a RASS and NYLA Member in good standing during duration of term.

SECTION 8. The Director of Membership shall:

- Request updated list of names and addresses of current members of the Section from NYLA and make the list available to Section officers and committee chairs upon request.
- Submit activity reports to the President two weeks prior to each Executive Board meeting
- Promote membership in the Section and promote activities of the Section.
- Represent the Section on the NYLA Membership Committee.
- Oversee booth activities at annual conference.
- Pass on all Director of Membership's records in good order to the incoming Director of Membership within one month after the annual NYLA conference or by November 1 if no conference is held.
- Remain a RASS and NYLA Member in good standing during duration of term.

SECTION 9. The Director of Legislation shall:

- Act as liaison to NYLA Legislative Committee and report on committee action to the Section Executive Board.
- Represent the section at NYLA Legislative Day in Albany and ALA Legislative Day in Washington, D.C.
- Serve as chair of the section Legislative Committee.
- Train the Legislative Intern/Elect in the second year of term.
- Submit activity reports to the President two weeks prior to each Executive Board meeting
- Pass on all Director of Legislation's records in good order to the incoming Director of Legislation within one month after the annual NYLA conference or by November 1 if no conference is held.
- Remain a RASS and NYLA Member in good standing during duration of term.

SECTION 10. The Immediate Past President shall:

- Chair the Nominating Committee
- Chair Section Planning and Organization Committee or any additional committees as needed by the President to carry out the mission of the section.
- Submit activity reports to the President two weeks prior to each Executive Board meeting
- Remain a RASS and NYLA Member in good standing during duration of term.

ARTICLE VI. BOARD

SECTION 1. The Executive Board shall consist of the President, the Vice President/President Elect, the Secretary, the Treasurer, and Past President.

SECTION 2. The Board shall determine the policies and programs of the Section. It shall have full authority to manage the affairs of the Section except that it shall not have the power to amend the Bylaws.

SECTION 3. A majority of the Executive Board shall constitute a quorum for the Executive Board meeting.

SECTION 4. Any action of the Board may be set aside by a 2/3 vote of those present at any membership meeting of the Section.

SECTION 5. The Executive Board shall meet four times a year. One of the four meetings can be electronic. These meetings are open to all members of the Section. One of these meetings shall be at the annual meeting. Other meetings may be called at the request of the majority of the Executive Board or of the President.

SECTION 6. Any member of the Board who fails to attend two consecutive meetings without excuse by the Board shall be automatically removed from the Board and a replacement shall be appointed as provided in Article V, Section 2.

ARTICLE VII. MEETINGS

SECTION 1. The Section will meet annually at the time and place of the annual meeting of NYLA. The general meeting at the annual conference shall be open to all persons interested in the work of the Section.

SECTION 2. Fifteen members shall constitute a quorum for a meeting of the Section.

SECTION 3. Special meetings of the Section may be called by the Board, or they may be convened by 10% of the voting members, who may, in writing, demand the call of a special meeting specifying the date and month thereof, which shall not be less than two nor more than three months from the date of such written demand. The purpose of the meeting shall be stated in the call and no other business shall be transacted.

ARTICLE VIII. COMMITTEES AND LIAISONS

SECTION 1. Standing Committees of the Section and Officer reporting to shall be:

Planning and Organization (Past President)
Nominating (Past President)
Noted Author (President)
Web Liaison (President)
Conference Programming (Vice President)

The President appoints all standing committee chairs for a two-year term except Nominations, Planning and Organization and Noted Author. Newly appointed chairs will begin their terms at the adjournment of the annual meeting of the section or on November 1 if there is no annual meeting. All Committee Chairs and Members must be members in good standing with NYLA and RASS during their term of office.

SECTION 2. Ad-hoc committees may be created, appointed, or dissolved by the President as necessary, subject to Executive Board approval.

SECTION 3. Committee Chairpersons shall report annually to the Executive Board, such reports to be presented in writing by September 1. In addition, activity reports should be submitted to the President two weeks prior to each Executive Board meeting. Committee chairs are expected to attend one of the three scheduled meetings of the RASS Executive Board before the annual conference.

SECTION 4. Committee members are appointed by the Chairperson, with the approval of the President and the Executive Board and must be members in good standing of the Section and of NYLA.

SECTION 5. Upon recommendation of the President, the Executive Board shall establish liaison with appropriate organizations and groups. The President shall appoint the liaison for a one-year term, which may be renewed.

ARTICLE X. NOMINATIONS AND ELECTIONS

SECTION 1. The President and Vice President/President Elect shall be elected annually. The person elected as Vice President/President Elect serves for three years: in the first year as Vice President, in the second year as President, and in the third year as Past President. The Secretary will be elected in odd numbered years and the Treasurer shall be elected in even numbered years. The positions of Membership Director, Publications Director, Legislation Director, Awards Director, and Noted Author, Programming and Raffle Chairs, and the Legislative Intern will be selected by the President and appointed by approval of the Executive Board.

SECTION 2. By January 1, the President shall appoint a Nominating Committee to nominate two candidates for each of the offices to be selected from the general membership of the Section. The Chairperson of the Nominating Committee shall be the Immediate Past President. The President shall appoint the second and third members if needed.

SECTION 3. The Nominating Committee shall post open elected Board positions in the first RASSmatazz newsletter of the year and by electronic means to the RASS membership no later than March 31.

SECTION 4. Nominees for Secretary and Treasurer shall:

- Submit biographical information and a position statement to the Nominating Chair by April 30.
- Be members of NYLA and RASS in good standing
- Agree to accept the duties of the position if elected and abide by the RASS Bylaws that are posted on the NYLA website.

SECTION 5. Nominees for Vice President/President Elect shall:

- Have one year of recent RASS Board experience
- Submit biographical information and a position statement to the Nominating Chair by April 30.
- Be members of NYLA and RASS in good standing
- Agree to accept the duties of the position if elected and abide by the RASS Bylaws that are posted on the NYLA website.

SECTION 6. The Nominating Committee will consider all nominations. The Committee reserves the right to select the final slate with the approval of the President and the Executive Board.

SECTION 7. The Nominating Chair will present the proposed slate to the voting Board at the spring Board meeting for approval. If by May 1, the Nominating Committee has only one nomination for each open position, the Secretary shall cast one ballot for each uncontested nominee at the Board meeting following the May 1 deadline.

SECTION 8. If there is a contested election, the Nominating Committee will present the proposed slate at the meeting following the May 1 deadline to the Board for approval. Three months prior to the annual meeting, the Nominating Committee shall create and mail or deliver electronically, a ballot of those combined nominations, which constitute the slate to the members of the Section.

SECTION 9. At least one month before the annual meeting, the ballot must be returned to the Secretary of the Section. The Secretary then tallies the ballots and notifies the President of the results. If the Secretary is on the ballot the RASS President will select a member of the Executive Board to tally and report the election results. Any ballots postmarked later than one month before the annual meeting are void. The President shall keep the ballots until January 1 of the following election year.

SECTION 10. The members of the Section shall be notified of the results of the election at the annual meeting.

SECTION 11. The election shall be decided by a plurality vote.

SECTION 12. In the case of a tie, the Secretary shall draw by lot, with one Section member serving as witness.

SECTION 13. No officer shall serve consecutively for more than two terms.

ARTICLE XI. FINANCES

SECTION 1. The funds allotted to the Section by NYLA and other income earned by the section make up the operating base.

SECTION 2. The dues for the section are levied in accordance with NYLA Bylaws.

SECTION 3. Accurate records of all financial transactions shall be kept at the NYLA office. The audit is performed by NYLA.

SECTION 4. The fiscal year shall cover the period from January 1 - December 31.

ARTICLE XII. SECTION MANUAL

SECTION 1. There shall be a Section Manual, outlining duties and procedures for officers, committees, etc. to be revised as needed and updated annually.

SECTION 2. The Manual shall be distributed to all Section officers, committee chairs, and NYLA and will be available to members upon written request.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

SECTION 1. The latest edition of Robert's Rules of Order shall govern the procedures of this Section in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Section may adopt.

ARTICLE XIV. AMENDMENTS

SECTION 1. These Bylaws may be amended by a 2/3 vote of the members present and voting at the annual meeting of the Section or a 2/3 vote cast by members responding by mail ballot provided that notice of the amendment be published in the NYLA Bulletin or be mailed to the membership at least one month before the vote will be taken.

SECTION 2. After amendments to the Bylaws of this Section have been approved, they shall be forwarded to NYLA Council for final review and approval.

