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## RASS Original Bylaws

Adopted: October 17, 1979

Amended: December, 1985; October, 1989

Revised: proposal submitted to membership 1991 ballot (Adopted on 1991 ballot)

Revised: proposal submitted to membership vote November 3, 2000 and adopted

Revised: proposal submitted to membership vote October 25, 2002 and adopted

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### ARTICLE I. NAME

The name of this Section shall be the Reference and Adult Services Section.

### 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, and with the improvement of library services, materials and programs for adults. The Section provides opportunities for networking, continued professional development and for addressing issues of statewide concern to its members.

### ARTICLE III. MEMBERSHIP

All members of the New York Library Association who are interested in promoting the purpose of the Reference and Adult Services Section may become personal members of the Section with voting power by so designating when paying NYLA dues. Institutional members do not have voting power.

### ARTICLE IV. OFFICERS and DIRECTORS

SECTION 1. The officers shall be a President; Vice President, who shall be the President Elect; a Secretary; a Treasurer; a Director/Publications; a Director/Membership; a Director/Focus Groups; a Director/Legislation; and Immediate Past President {PLS only lists as officers or Executive Board level those who are elected by membership. This seems to be standard section to section. We can still reimburse and terms for travel additional Board members. The prior wording was all elected positions. This updates the wording to reflect only elected.}

SECTION 2. The President and Vice President/President Elect shall each serve one-year terms. The Secretary, the Treasurer, and the Directors shall each serve two-year terms.

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

SECTION 4. In the case of the office of President becoming vacant, the Vice President/President Elect will serve as President until the conclusion of the term for which that person was elected President. In the case of the office of Vice President/President Elect becoming vacant, the Secretary will serve as Vice President/President Elect until the conclusion of the term for which the person was elected Vice President/President Elect and will then assume the presidency. The President shall in such cases, appoint a Secretary to complete the remaining term of office.

### ARTICLE V. DUTIES OF THE OFFICERS AND DIRECTORS

SECTION 1. The President shall:

- Preside at all meetings of the Section.
- Represent the Section on the Council of the New York Library Association. - 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.
- 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 President of NYLA at least one month before the annual meeting
- Submit a proposed budget to the Executive Board.
- Approve requests for reimbursement to be submitted to NYLA.
- With the approval of the Executive Board, fill vacancies in offices as prescribed in Article IV, Section 4, or through appointment for the remainder of the unexpired term.
- 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.

Proposed Changes:

SECTION 2. The Vice President/President Elect shall:

- Assume the duties of the President in the absence of the latter.
- Chair the Section Conference Committee and coordinate activities of the annual conference; serve as liaison to NYLA Conference Planning Committee.
- Serve on the Section Planning and Organization Committee.
- Attend the last NYLA Council meeting prior to representing the Section on Council as President, and at least one other during the year, if possible.
- Pass on all Vice President's records within one month after the annual NYLA conference or by November 1 if no conference is held.

SECTION 3. The Secretary shall:

- Keep full minutes of all meetings of the Section and shall transmit these minutes and any other necessary reports to the Executive Board, Committee Chairs, Newsletter Editor, and NYLA for publication.
- 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, and the Editor of the NYLA Bulletin.

SECTION 4. 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 reimbursement requests to NYLA and receive financial reports from NYLA.
- Serve as liaison to NYLA Treasurers Group.
- 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.

SECTION 5. The Director/Publications shall:

- Chair the Publications Committee.
- Serve as the Section liaison to NYLA Publications Board.
- Recommend to the President, member to serve as Newsletter Editor.

- Pass on all Director/Publications records in good order to the incoming Director/Publications within one month after the annual NYLA conference or by November 1 if no conference is held.

SECTION 6. The Director /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.
- Promote membership in the Section and promote activities of the section.
- Represent the Section on the NYLA Membership Assembly.
- Oversee booth activities at annual conference.
- Pass on all Director/Membership's records in good order to the incoming Director/Membership within one month after the annual NYLA conference or by November 1 if no conference is held

SECTION 7. The Director/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 Intern/Director of Legislation Elect in the second year of term.
- Pass on all Director/Legislation's records in good order to the incoming Director/Legislation within one month after the annual NYLA conference or by November 1 if no conference is held.

SECTION 8. The Director/Focus Groups shall:

- Coordinate and encourage development of Focus Groups.
- Act as liaison between the Focus Groups and the Section Executive Board.
- Maintain regular communication with the Focus Group Facilitators and report to the Board on Focus Group activities and concerns.
- Request special funds for Focus Groups as needed and plan for meetings at the annual NYLA conference.
- Pass on all Director/Focus Group's records in good order to the incoming Director/Focus Group within one month after the annual NYLA conference or by November 1 if no conference is held.

SECTION 9. The Immediate Past President shall:

- Chair the Nominating Committee
- Chair the Section Planning and Organization Committee

#### ARTICLE VI. EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the President, the Vice President/President Elect, the Secretary, the Treasurer, the Director/Membership, the Director/Publications, the Director/Legislation, the Director/Focus Groups, and the Past President.

SECTION 2. The policies and programs of the Section shall be determined by the Board. 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. 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 1.

#### 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 shall be:

Planning and Organization  
Publications  
Conference Programming  
Awards  
Nominating  
Public Relations/Membership Services Legislation  
Fund Development

All standing committee chairs are elected officers except Awards and Fund Development, who are appointed by the President for a two-year term. Newly appointed Chairpersons 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 2. Ad-hoc committees may be created, appointed, or dissolved by the President as necessary, subject to Executive Board approval.

SECTION 3. All 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.

SECTION 4. Committee members are appointed by the Chairperson, with the approval of the President and must be members of the Section.

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

#### ARTICLE IX. FOCUS GROUPS.

SECTION 1. A Focus Group provides opportunities for members to discuss topics and issues at conference and through other means. It can be topical (Collection Development, Adult Programming, Literacy, Inter-Library Loan, etc.), geographic (Capital District, Western N.Y. etc.), job specific (Reference Department Managers) or any other arrangement as long as its activities fall within the Section mission.

SECTION 2. Focus Groups are created by Section members. To create a Focus Group, any member may submit a petition to the Director/Focus Groups, who will submit it to the next meeting of the Executive Board for approval. The petition must be signed by at least 15 members of the Section.

SECTION 3. A Focus Group must have at least 10 active members. The group's focus should be included in the petition to create the group and should have a specific name.

SECTION 4. Focus Groups must meet at annual conference and can meet during the year.

SECTION 5. Each Focus Group has a facilitator chosen by the members of the group. The facilitator is responsible for liaison to the Director/Focus Groups.

SECTION 6. Focus Groups may be dissolved by group members or by a majority vote of the Executive Board upon recommendation of the Director/Focus Groups. A group could be dissolved if there were less than 10 members, no meeting held at annual conference, inactivity of the group for more than one year, or upon request of the group.

#### 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. Each year either the Secretary or the Treasurer alternately shall be elected. The Executive Board will appoint the positions of Membership Director, Publications Director, Legislation Director, and Focus Groups Director.

SECTION 2. By April 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.

SECTION 3. The Nominating Committee shall present a slate of candidates to the Section President at least five months prior to the annual meeting, and to the Section membership at least three months prior to the annual meeting. Nominees must be members of the Section in good standing and have received the Section Manual and Bylaws prior to signifying acceptance of the nomination in writing to the Nomination Committee. Nominees shall also submit in writing biographical information and a position statement.

SECTION 4. Additional nominations, if signed by fifteen members of the Section and filed with the Nominating Committee, may be added to the ballot if received not later than one month prior to the scheduled mailing of the ballot. These shall, together with the nominations presented by that Committee, constitute the official ballot.

SECTION 5. Two months prior to the annual meeting, the Nominating Committee shall mail or deliver by other appropriate means, a ballot of those combined nominations, which constitute the slate to the members of the Section.

SECTION 6. At least one month before the annual meeting, the ballot must be returned to the Secretary of the Section. Any ballots postmarked later than one month before the annual meeting are void.

SECTION 7. The members of the Section shall be notified of the results of the election at the annual meeting.

SECTION 8. The election shall be decided by a plurality vote.

SECTION 9. In the case of a tie, the Secretary shall draw by lot, with one Section member serving as witness.

SECTION 10. 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.

