

**BYLAWS OF THE
PENNSYLVANIA SCHOOL LIBRARIANS ASSOCIATION**

Article 1: Board of Directors

Section 1. Authority

As specified in the Constitution, Article IV, Section 1.a.

Section 2. Members

As specified in the Constitution, Article IV, Section 1.b and 1.c.

Section 3. Term of Office.

- a. All members of the Board shall serve until their successors are elected.
- b. Elected Directors who are not officers shall serve a term of one year beginning on July 1 following the election and ending the following June 30. Incumbents may succeed themselves twice.
- c. The officers of the Association shall serve as Directors during their term of office.

Section 4. Vacancies.

In the event that a vacancy occurs among the elected Directors who are not officers, a replacement shall be elected by a majority vote of the remaining members of the Board to serve until a new member is elected by the membership of the Association at the next Annual Business Meeting.

Section 5. Meetings.

The Board shall hold at least one regular meeting each six months on such a date and at such place as shall be fixed by the Board. Special meetings may be held upon call of the President or upon written request of any three members of the Board.

Section 6. Quorum.

A quorum of the Board shall consist of five members.

Section 7. Voting

Each member of the Board shall be entitled to one vote on each matter submitted for a vote.

Section 8. Emergency Business.

- a. The President may arrange with the Board for a conference telephone call to handle urgent business. Each Board member shall then submit a vote in writing to the President. Registered mail will be used at the discretion of the President.
- b. The President may arrange with the Board for a mail vote. Registered mail will be used at the discretion of the President.
- c. Such action shall be confirmed and recorded at the next regularly scheduled Board meeting.

Article II: Officers

Section 1. Officers

As specified in the Constitution, Article IV. Section 2.

Section 2. Duties

- a. **The President shall:**
 - 1) carry out all provisions of the Constitution and Bylaws.
 - 2) preside at all meetings of the Association, Board, Executive Committee, and Advisory Council.
 - 3) appoint chairpersons for all standing and special committees with the approval of the Board.
 - 4) appoint members to committees in cooperation with chairpersons
 - 5) assist in planning and/or directing Association meetings and all aspects of activities.
 - 6) call special meetings of the Association

- 7) call meetings of the Board, Executive Committee, and Advisory Council
- 8) provide leadership for the growth and development of the profession of school librarians/media specialists in Pennsylvania and in the United States.
- 9) establish and maintain communications and cooperation with other state and national professional organizations.
- 10) be ex-officio member of all standing and special committees.
- 11) maintain a file of all minutes and reports of all standing and special committees for the current term of office and the two previous terms.

b. **The Vice-President (President-elect) shall:**

- 1) perform the duties of the President in the absence of that officer.
- 2) perform such duties as the President may assign
- 3) be chairperson of the Conference Committee
- 4) advise and counsel the President

c. **The Secretary shall:**

- 1) be an ex-officio member of the Membership Committee in order to oversee the maintenance of the official list of members.
- 2) record and maintain a permanent file of the official minutes and/or proceedings of all Association, Board, Executive Committee, and Advisory Council meetings, submitting a copy to the chairperson of the Archives Committee.
- 3) report by publication or reading the minutes of the previous meeting.

- 4) dispose of records no longer valuable with the approval of the board and the Archives Committee.
- 5) maintain correspondence.
- 6) maintain a policy handbook of the Association
- 7) keep the official copy of the Constitution and Bylaws and the amendments.
- 8) notify members of the Association of all meetings.
- 8) notify the members of the Board, Executive Committee, and Advisory Council of all meetings.
- 9) send all policy changes to the Chair of the Constitution and Bylaws Committee.

(Section 2.c amended, 4/27/96)

d. **The Treasurer shall:**

- 1) oversee the collection of dues by the Membership Committee
- 2) with the President prepare a budget which will be submitted to the Board
- 3) pay all bills within the authorized budget.
- 4) secure the authorization of the Board to pay bills not provided for in the budget
- 5) submit financial reports to the Board and the Association.
- 6) submit a financial report covering the fiscal year.
- 7) submit financial records for audit to the Executive Committee and Budget and Finance Committee at the close of the fiscal year or on order of the Board.
- 8) be responsible for the preparation of financial reports required by the Internal Revenue Service.
- 9) oversee the work of the Conference Treasurer and be responsible for integrating the financial records of the Conference Committee and of the Association.

- 10) be an ex-officio member of the Membership Committee.
- 11) be chairperson of the Budget and Finance Committee.

- e. **The Immediate Past President shall:**
 - 1) serve as parliamentarian at all Association, Board, Executive Committee, and Advisory Council meetings.
 - 2) advise and counsel the President.
 - 3) be ex-officio member of the Constitution and Bylaws Committee.
 - 4) perform such duties as the President may assign.
 - 5) serve as liaison with other bodies as assigned by the President.

Section 3. Term of Office.

- a. If the office of President becomes vacant before the first Annual Business Meeting of the President's term, the Vice President shall succeed to the remainder of the unexpired term. The Board shall then appoint an interim Vice President to serve until a replacement is elected by the membership at the next Annual Business Meeting to serve the remainder of the unexpired term and a regular two year term as President.
- b. If the office of the President becomes vacant after the first Annual Business Meeting of the President's term, the Vice President shall succeed to the remainder of the unexpired term and continue in office through his/her own term as President. The Board shall then appoint an interim Vice President to serve until the next regularly elected Vice President takes office.
- c. Should further succession to the office of President become necessary, the title, duties, and obligations shall fall to the Immediate Past President for the remainder of the unexpired term. The Board shall then appoint an interim Vice President and an interim Director. If the vacancies occur before the first Annual Business Meeting of the

President's term, the interim Vice President and Director shall serve until replacements are elected by the membership at the next Annual Business Meeting. If the vacancies occur after the first Annual Business Meeting of the President's term, the Interim Vice President and Director shall serve until the next Vice President takes office. The Board shall elect one of the Directors who are not officers to serve on the Executive Committee during this period.

d. Vacancies in the offices of the Secretary or Treasurer shall be filled by appointment of the President with approval of the Board.

Article III: Advisory Council

Section 1. Term of Office

Representatives of the Association shall serve for the duration of their term. Others, outside of the Association, shall be invited through and by their respective organizations to serve as liaisons for a term that is in accordance with their respective organizations' regulations and not in conflict with the provisions of the instrument.

Section 2. Meetings

The Advisory Council shall meet at least once each year.

Section 3. Quorum.

The quorum shall be a majority of the Advisory Council present for the meeting.

Article IV: Executive Secretary

Section 1. Authority.

As specified in the Constitution, Article IV. Section 5.

Section 2. Duties. The Executive Secretary shall:

- a. perform duties designated by the Board.
- b. administer the policies of the Association under the direction of the President.
- c. keep the President and the Board informed of all important matters.
- be an ex-officio member of all

standing and special committees.
d. serve as a non-voting member on the Board, Executive Committee, Advisory Council, or committee meetings.

Article V: Membership

Section 1: Classification of membership as defined by policy

- a. ACTIVE
- b. ASSOCIATE
- c. HONORARY

Section 2. Dues

The dues classification and/or structure shall be determined by the Board.

Section 3. Membership Year.

The membership year shall be determined by the Board.

Article VI: Committees

Section 1. The standing committees shall be: Archives, Awards, Budget and Finance, Conference, Constitution and Bylaws, Curriculum, Electronic Communications, Intellectual Freedom, Learning and Media, Legislation, Library Promotion, Media Selection and Review, Membership, Nominating, Professional Development, Professional Standards, Regional Coordinators, Special Needs, Students, Supervisors, and Technology.

Section 2. Special committees shall be established by the President with the approval of the Board.

Section 3. All committee chairpersons, except the chairperson of the Budget and Finance Committee which shall be the Treasurer and the chairperson of the Conference Committee which shall be the Vice President, shall be appointed by the President with the approval of the Board.

Section 4. Standing Committees. The committee chairperson shall:

- a.
 - 1) be an active member of the Association.
 - 2) serve for a period of two years.
 - 3) appoint, with the

- President, members of the committee.
- 4) call all committee meetings and notify the Board and committee members at least ten days in advance of the meeting.
- 5) be a voting member of the Advisory Council
- 6) designate one member of the committee as recorder.
- 7) be responsible for submitting a written annual report to the Association, filing a copy with the President.

b. Committee recorder shall:

- 1) be a member of the committee designated by the chairperson, with the consent of the committee members, to keep the record of the committee's minutes and/or proceedings.
- 2) conduct the correspondence of the committee.

c. Committee members shall:

- 1) be a member of the Association.
- 2) serve for a period of two years.
- 3) report to the committee chair.

d. Voting privileges on business before a committee shall be exercised by all duly appointed members of the committee regardless of membership classification.

e. The Archives Committee shall:

- 1) compile the history of the Association and maintain the records, documents, etc., that are of importance to the history of the Association.
- 2) advise the Association of the committee's findings.

f. The Awards Committee

shall:

- 1) establish, with the approval of the Board, the categories of awards and recognition that the Association will grant.
- 2) establish, announce, and periodically review the criteria for all awards and recognition
- 3) establish the form that the award shall take for public presentation.
- 4) determine award recipients and recommend them to the Board for approval.

g. **The Budget and Finance Committee shall:**

- 1) be chaired by the Treasurer of the Association.
- 2) when requested assist the Treasurer in preparing a budget which will be submitted to the Board.
- 3) assist and advise all committees with budgetary planning.
- 4) together with the Executive Committee be responsible for conducting the audit of the financial records of the Association.
- 5) make recommendations to the Board regarding financial matters.

h. **The Conference Committee shall:**

- 1) be chaired by the Vice President.
- 2) be responsible for the conference.
- 3) be responsible for the meeting place arrangements, exhibits, local arrangements, and other arrangements designated by the Board.
- 4) have plans for the conference approved by the Board.
- 5) evaluate the conference and report to the Board the results of the evaluation.

- 6) maintain a file of documents related to the conference.
- 7) maintain records of the conference income and expenses to be submitted to the Board for approval and to the Budget and Finance Committee for audit.

i. **The Constitution and Bylaws Committee shall:**

- 1) act in accordance with the provisions in the Constitution and Bylaws of the Association regarding amendments.
- 2) have the Immediate Past President, as parliamentarian, as an ex-officio member of the committee.

j. **The Curriculum Committee shall:**

- 1) inform the Board and membership of state and national curricular initiatives that affect school library media programs.
- 2) analyze state and national curricular policies that affect school library media programs and recommend action to the Board when appropriate.
- 3) develop programs and publications that translate and demonstrate the integral role of school library media personnel and programs in the curricular process.

k. **The Electronic Communications Committee shall:**

- 1) establish policies and procedures regarding electronic information publishing.
- 2) coordinate all publishing of materials in electronic format.
- 3) establish procedures for interactive sharing of information.

- 4) make recommendations to the Board to insure methods of communications within the organization remain dynamic.
- 5) maintain high standards for electronic publishing and dissemination of information.

l. **The Intellectual Freedom Committee shall:**

- 1) cooperate with other professional organizations in promoting intellectual freedom.
- 2) advise individual members of the Association in matters relating to censorship.
- 3) develop, support, interpret and promote statements which are aimed at protecting the rights of all individuals to include all types of materials in library media centers and to have access to materials in library media centers without fear or practice of censorship

m. **The Learning and Media Committee shall:**

- 1) publish *Learning & Media* on a quarterly basis.
- 2) work with the appointed Board member liaison in accepting and approving manuscripts for publication and establishing publication guidelines.
- 3) provide information for the improvement and development of PSLA members.
- 4) provide School Library Media Specialists with current information.
- 5) Advance a high standard of librarianship and library media programs in the public, private, and parochial schools of Pennsylvania.
- 6) provide opportunities for members of PSLA to share their expertise with fellow members.
- 7) seek guest authors from

- outside Pennsylvania
- 8) maintain high standards for accepting manuscripts for publication.

n. **The Legislation Committee shall:**

- 1) cooperate with other professional organizations to promote quality educational programs through effective legislation.
- 2) communicate legislative concerns to the Association and to officials in all branches and levels of government.
- 3) recommend to the Board a program of legislative action for the Association.

o. **The Library Promotion Committee shall:**

- 1) promote to various audiences through publications, programs and activities the value and role of the school library media program and profession.
- 2) identify and work with other Association committees, other professional associations, and various resources to promote the value and role of the school library media programs and profession.

p. **The Media Selection and Review Committee shall** provide information to the membership via publications and programs on reviewing resources and procedures, specific materials, and evaluation procedures and in cooperation with the awards committee, shall conduct the Young Reader's Choice Award.

q. **The Membership Committee shall:**

- 1) recruit membership for the Association.
- 2) be responsible for the collection of dues as overseen by the Treasurer.
- 3) maintain the official current file of members as overseen by the Secretary.
- 4) advise the Board on the membership year and on the dues classification and/or structure.
- 5) include the association secretary as an ex-officio member of the committee.

r. **The Nominating Committee shall:**

- 1) act in accordance with the provisions of the Constitution and Bylaws regarding nominations and elections.
- 2) provide with the ballot professional information about each candidate.

s. **The Professional Development Committee shall:**

- 1) develop goals for professional development and a professional development award.
- 2) identify topics and key speakers to present regional professional programs for Association members and professional non-library organizations regarding school libraries.

t. **The Professional Standards Committee shall:**

- 1) examine the certification requirements for school librarians/media specialists and make recommendations for Association policies to the Board.
- 2) cooperate with state and national organizations and

- agencies to develop professional standards for school library media centers and school librarians/media specialists.
- 3) examine state standards for library media centers and make recommendations for Association policies to the Board.
- 4) investigate professional concerns of members that are deemed to be within the province of the committee and report all findings of the investigation with recommendations to the Board.

u. **The Regional Coordinators Committee shall:**

- 1) promote the work of the Association within regional areas of Pennsylvania.
- 2) act as liaison between county and/or regional organizations and the Association.

v. **The Special Needs Committee shall:**

- 1) develop publications, programs, and activities, that will inform members about individuals with special needs, their identification, needs, facilities, requirements and school library media center program ideas.
 - 2) maintain a list of qualified providers of services to the specially challenged.
 - 3) make necessary arrangements for services to the specially challenged at any meeting open to the general membership of the Association.
- (Section 4.v Amended 5/95)*

w. **The Students Committee shall:**

- 1) promote the Association among full-time students enrolled in four-year undergraduate schools and graduate schools who are involved in professional preparation for school library media programs.
- 2) be responsible for the development and implementation of activities and programs for student members.
- 3) recommend to the Board scholarship and/or financial aid programs and policies for students involved in the professional preparation as school librarians/media specialists.

x. **The Supervisors Committee shall:**

- 1) develop programs, publications and activities that serve school library supervisors.
- 2) promote the Association among school library supervisors.
- 3) advise and assist the Board in identifying issues affecting school library programs and staff.

y. **The Technology Committee shall:**

- 1) advise the Board and membership as to the role of technology in school library media management and program.
- 2) develop publications, programs and activities to assist members in implementing relevant technologies in the school library media center.
- 3) maintain an inventory of association technology equipment.

(Amended, Board of Directors, 5/96)

Section 5. Special Committees.

- a. The President shall establish special committees with the approval of the Board.
- b. The powers and duties of each special committee shall be determined at the time of establishment by the President with the approval of the Board.
- c. The length of time a special committee will function shall be determined by the President and Board.

Article VII: Regions

Regional areas within the Commonwealth of Pennsylvania shall be designated by the Board.

Article VIII: Meetings

Section 1. Quorum.

The assembled members of a regularly scheduled meeting shall constitute a quorum.

Section 2. Special meetings may be called by the President or the majority of the Board. At least thirty days notice of a special meeting shall be given to the membership. Business not included in the notice shall not be transacted.

Article IX: Nominations and Elections

Section 1. The Nominating Committee shall conduct the election and certify the eligibility of all nominees appearing on the ballot. The ballot submitted by the Nominating Committee shall include the names of at least two candidates for each Board position. A candidate may be nominated by petition to the membership in the fall prior to the election. The petition must be signed by twenty or more active members of the Association. The names of the candidates so nominated shall appear on the official ballot along with those submitted by the Nominating Committee.

Section 2. Only active members of the Association shall be eligible for Board positions.

Section 3. Balloting shall be conducted by mail not less than thirty days prior to the

Annual Business Meeting. The results shall be announced at the Annual Business Meeting.

Section 4. The candidate who receives the highest number of votes shall be elected to each office. The four candidates receiving the highest number of votes for Directors shall be elected. In the event of a tie vote, election shall be by a majority vote of the active members present and voting at the Annual Business Meeting.

Section 5. In the event that a nominee presented by the Nominating Committee withdraws prior to the election, the Nominating Committee shall recommend and certify the eligibility of another person to the Board. The Board shall then act upon the recommendation.

Article X: Parliamentary Standard

In parliamentary procedure, Robert's Rules of Order, latest edition, shall be the authority except in matters specifically provided for in the Constitution and Bylaws.

Article XI: Amendments

Section 1. Proposals. Amendments to the Bylaws may be initiated by:

- a. the Board
- b. the Constitution and Bylaws Committee

c. a written suggestion to the Board or the Constitution and Bylaws Committee by any member.

d. a written petition to the board signed by 25 members who are qualified to vote.

Section 2. The Bylaws for the Association may be amended at any regular business meeting of the Association by a majority vote of the active members present, providing that a notice of the proposed change has been sent to each member at least thirty days in advance.

Section 3. An amendment may be presented by the Board for a ballot by mail. Such amendments must receive a 2/3 majority vote of the ballots returned.

Section 4. All proposed amendments to the bylaws shall include the position of the Board when presented to the membership.

Section 5. The Board shall retain the rights of refusal to present an amendment to the membership for voting if an unanimous vote of the board present by quorum deems it unwarranted.