

**Computer and Technical Services
(A Division of the Suffolk County Library Association) Constitution**

Article I. Name

Section 1.01 - This organization shall be known as the Computer and Technical Services Division (hereafter referred to as CATS) of the Suffolk County Library Association (hereafter referred to as SCLA).

Article II. Purpose

Section 1.01 - The goals of this Division shall be:

- (a) To unite in one Division all those who are interested in any phase of library computer and technical services.
- (b) To exchange ideas and information on computer and technical services.
- (c) To provide continuing education in the areas of computers, technical services and access to electronic resources.
- (d) To have representation on the Executive Board of SCLA.

Article III. Membership & Representatives

Section 1.01 - Membership in CATS shall be open to any person engaged in or interested in library computer and technical services upon payment of annual dues to the SCLA.

Section 2.01 - SCLS and the Long Island Library Resource Council (hereafter referred to as LILRC) shall be entitled to a non-voting representative on the CATS Executive Board.

Article IV. Officers

Section 1.01 - The elected officers of this Division shall be:

- (a) Past-President
- (b) President
- (c) Vice-President/President Elect
- (d) Recording Secretary
- (e) Treasurer
- (f) Members-at-Large

Section 2.01 - The number of Members-at-Large shall be set at a minimum of eight (8) members but not exceed twelve (12) members.

Article V. Financing

Section 1.01 - The Executive Board of SCLA includes in the Association's budget an amount for CATS. Income from dues is based upon a formula decided upon by SCLA. The Division may generate income from workshops, programs, raffles, grants, endowments, etc.

Section 2.01 - CATS may make special requests for funds to the SCLA Executive Board during the year if it requires additional funds.

Article VI. Election of Officers

Section 1.01 - The CATS President shall appoint, with the approval of the CATS Executive Board, a Nominating Committee of the Vice President/President Elect and two additional members, to present a slate of candidates for each elective position to the CATS Executive Board. Each candidate must be a member in good standing of SCLA.

Section 2.01 - Nominations for all positions may also be made by petition, signed by five members in good standing. These nominations must be submitted to the President of CATS.

Section 3.01 - After nominations are submitted, they will be announced at the following CATS meeting. Approval of nominations requires the majority approval of the CATS board members.

Article VI. Election of Officers (continued)

- Section 4.01 - Names of the candidates for office will be sent to the entire CATS membership by SCLA in the form of an electronic ballot. Votes will be cast via an electronic ballot.
- Section 5.01 - Election shall be by majority vote. In the event of a tie vote for any CATS position, the voting members of the current CATS Executive Board shall cast private ballots for one of the two candidates for that office.
- Section 6.01 - Officers shall be installed at the CATS Annual Meeting and will take office on January 1.
- Section 7.01 - All officers shall be elected for a period of one year, except the position of CATS Vice- President- President Elect followed by the position of Past-President.
- Section 8.01 - Vacancies in office (or in appointed positions) may be filled on an interim basis until the next general election by the appointment of a member in good standing of the Division. The CATS Executive Board shall select the appointee by a simple majority.
- Section 9.01 - Once elected or appointed, all officers must be a member of CATS and SCLA.

Article VII. Duties of Officers

Section 1.01 - President

- (a) It shall be the duty of the CATS President to preside at all meetings and to enforce all laws and regulations relating to the administration of this organization.
- (b) The CATS President shall call meetings of the Division or officers when it is deemed necessary, or when requested to do so by the officers or upon written request of the constituents.
- (c) The CATS President shall appoint chairpersons of standing committees and shall be ex-officio member of all committees.
- (d) The CATS President, or an appointed representative, shall attend the SCLA Executive Board meetings.

Section 2.01 - Vice-President

- (a) In the absence of the CATS President, the CATS Vice-President shall have all the powers and prerogatives of the CATS President. The CATS Vice-President shall be CATS President-Elect. The CATS Vice-President will be responsible for the program at the annual meeting.

Section 3.01 - Recording Secretary

- (a) The Recording Secretary keeps organized digital and physical copies of all meeting minutes, resolutions and proceedings. The meeting minutes will be posted to the CATS website for public access. The Recording Secretary shall distribute to all members of the CATS Executive Board the unapproved minutes of the previous Board meeting prior to the next scheduled Board meeting. When requested, the Recording Secretary shall prepare and distribute minutes for the Annual Meeting.

Section 4.01 - Treasurer

- (a) The Treasurer works as a liaison between CATS and SCLA, submitting expense/reimbursement requests and deposits to SCLA's finance officer(s) for approval.
- (b) Keeps organized digital and physical copies of all relevant treasury documents, including receipts, expense and deposit forms, statements, etc.
- (c) Confirms and verifies monthly account statements from SCLA's finance officer(s).

Section 5.01 - Members-at-Large

- (a) Members-at-Large may be charged with presiding over any CATS committees. The Members-at-Large will be responsible for recruiting committee members, supervising the members, and reporting back to the Executive Board.

Section 6.01 - Past-President

- (a) The Past-President shall advise the Executive Board on previous policies, programs, and information relevant to the CATS Division.
- (b) In the event of a tie in voting, the Past President shall cast the tie breaking vote.

Article VIII. Executive Board

Section 1.01 - The Executive Board shall constitute the following:

- (a) Elected Officers of CATS
- (b) Immediate Past-President of CATS
- (c) SCLA Representative (non-voting)
- (d) LILRC Representative (non-voting)

Section 2.01 - The Executive Board shall transact all business of the Division.

Section 3.01 - Any elected member of the CATS Executive Board who shall absent themselves from three consecutive CATS Board meetings without excuse accepted as satisfactory by the CATS Board shall be deemed to have resigned.

Article IX. Committees

Section 1.01 - Standing committees

- (a) Standing Committees shall be presided over by Members-at-Large or other elected officers as needed.
- (b) Standing Committees include, but are not limited, to the following:
 - (i) Archives
 - (ii) Technology Information Forum (hereafter referred to as TIF)
 - (iii) Hospitality
 - (iv) Membership
 - (v) Newsletter & Publicity
 - (vi) Website & Social Media
- (c) Standing committees may be created or discontinued by the Executive Board based on the needs of the Division.
- (d) The standing committee, TIF, shall have two Members-at-Large or other elected officers serve as co-coordinators.

Article X. Meeting

Section 1.01 - There shall be a minimum of one general membership meeting a year. Special general membership meetings may be called when deemed necessary.

Section 2.01 - The CATS Executive Board will meet as often as needed to conduct the business of the Division.

Article XI. Rules of Order.

Section 1.01 - For all general membership and executive board meetings, business shall be transacted in accordance with the latest edition of Robert's Rules of Order.

Section 2.01 - For general membership meetings, fifteen members present and in good standing shall constitute a quorum. A simple majority of members present shall be sufficient for the adoption of any motion that is in order.

Section 3.01 - For executive board meetings, five board members attending and in good standing shall constitute a quorum. A simple majority of members attending shall be sufficient for the adoption of any motion that is in order.

Article XII. Amendments

Section 1.01 - This Constitution may be amended by majority vote of the members attending and voting at any

general membership meeting of the CATS Division provided that written or electronic notice of the proposed change is sent to the entire membership at least ten days prior to the date of the meeting.

Section 2.01 - Proposed amendments tabled or referred back to the committee by vote of the members must be re-submitted in writing at least ten days prior to the date of the meeting at which a vote is to be taken.

Approved November 2022

Adopted January 2023