

Constitution of RASD

The Reference and Adult Services Division of The Suffolk County Library Association

ARTICLE I - NAME

Section 1. This organization shall be known as the Reference and Adult Services Division (RASD) of the Suffolk County Library Association, and may be referred to as RASD.

ARTICLE II - OBJECT

Section 1. To unite in one division all those who are interested in any phase of reference and adult library services.

Section 2. To give those having responsibility for the above services an opportunity to exchange information, develop techniques and improve their professional endeavors.

Section 3. To have representation on the Executive Board of the Suffolk County Library Association.

ARTICLE III - MEMBERSHIP

Section 1. Membership in the Reference and Adult Services Division shall be open to any person engaged in or interested in adult library services upon payment of annual dues to the Suffolk County Library Association.

ARTICLE IV - OFFICERS

Section 1. The officers of this Division shall be:

- President
- Vice President-President Elect
- Secretary
- Treasurer

all of whom shall be members in good standing of the Suffolk County Library Association.

Section 2. If appointed, the Nomination Chair will present a slate of candidates to the RASD Executive Board in accordance with the SCLA Election Timeline. If appointed, the Nomination Chair will forward the approved slate of candidates to the SCLA Nominating Chair in accordance with the SCLA Election Timeline. If no appointment is made for the Nomination Chair then the RASD Vice President will forward the approved slate of candidates to the SCLA Nomination Chair in accordance with the SCLA Election Timeline.

- Section 3. Nominations for all officer positions of RASD may also be made by petition signed by five members in good standing, filed with the SCLA Chairperson of the Nominating Committee in accordance with the SCLA Election Timeline.
- Section 4. Names of the Candidates for office will be sent to the entire membership by SCLA in the form of an electronic ballot. Votes will be cast via an electronic ballot in accordance with the SCLA Election Timeline.
- Section 5. Election shall be by majority vote. In the event of a tie vote for any RASD office, the voting members of the current RASD Executive Board shall cast written ballots for one of the two candidates for that office.
- Section 6. New officers will be presented at the Annual Meeting to take office beginning January 1.
- Section 7. All officers shall be elected for a period of one year, except Vice President-President Elect who shall be elected for a period of two (2) years.
- Section 8. 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 Executive Board shall select the appointee by a simple majority.
- Section 9. Any elected member of the RASD Executive Board who shall absent themselves from three consecutive RASD Board meetings without excuse accepted as satisfactory by the RASD Board may be removed from office by a majority vote of the RASD Executive Board. The President shall so inform that member. Non-elected members shall be replaced by appointment of the President. Elective members shall be replaced by appointment of the RASD Executive Board.

ARTICLE V - FINANCING

- Section 1. The Suffolk County Library Association includes in its budget an amount for the operation of the Reference and Adult Services Division.
- Section 2. The Reference and Adult Services Division may make special requests for funds to the Suffolk County Library Association Board of Directors during the year if it requires additional funds above its budgeted amount.

ARTICLE VI - DUTIES OF OFFICERS

PRESIDENT

- Section 1. It shall be the duty of the President to preside at all meetings and to enforce all laws and regulations relating to the administration of this organization.
- Section 2. The President shall call meetings of the Reference and Adult Services Division or officers when it is deemed necessary or when requested to do so by the officers or by written request of the constituents.
- Section 3. The President shall appoint chairpersons of standing Committees and shall be an ex-officio member of all committees.
- Section 4. The President or an appointed representative shall attend the Executive Board meetings of the Suffolk County Library Association.

VICE PRESIDENT-PRESIDENT ELECT

- Section 5. In the absence of the President, the Vice President shall have all the powers and prerogatives of the President.

SECRETARY

- Section 6. All resolutions and proceedings of meetings shall be recorded by the Secretary. The Secretary shall conduct all correspondence, issue all notices of meetings and perform all duties pertaining to the office of Secretary.

TREASURER

- Section 7. Works as a liaison between RASD and SCLA submitting expense/reimbursement requests and deposits to SCLA per the SCLA treasurer's procedure for approval. Keeps organized digital and physical copies of all relevant treasury documents, including receipts, expense and deposit forms, statements, etc. Confirms and verifies monthly account statements from the SCLA treasurer.

ARTICLE VII - EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the following:
- Officers of the Reference and Adult Services Division
 - Chairpersons of the Standing Committees
 - Immediate Past President of the Reference and Adult Services Division

Section 2. The Executive Board shall transact all business between regular meetings. Wherever possible, matters should be referred to the members at the general meeting of the Division.

ARTICLE VIII - COMMITTEES

There shall be the following standing committees:

- Career and Business Reference Services
- Emerging Technologies
- Health Concerns
- Local History
- Long Island Reads
- Multicultural Outreach Services and Information Committee (M.O.S.A.I.C.)
- New Adult
- Outreach
- Library Marketing
- Readers' Advisory

ARTICLE IX - APPOINTED POSITIONS

The President, with approval from the Executive Board, shall appoint the following positions:

- Historian
- Members-at-large
- Membership
- Newsletter
- Nomination
- Program
- Web Page

ARTICLE X - MEETINGS

All meetings are open to any RASD or SCLA member. There shall be a minimum of two meetings of the general membership a year. Special meetings may be called when deemed necessary.

ARTICLE XI - RULES OF ORDER

Section 1. All business shall be transacted in accordance with the latest edition of Robert's Rules of Order unless otherwise specified in the Constitution of the Division.

Section 2. Quorum: One third ($\frac{1}{3}$) of the Executive Board shall constitute a quorum for meetings of the Executive Board.

Adoption of Motions: A simple majority of Executive Board members present shall be sufficient for the adoption of any motion that is in order.

ARTICLE XII - AMENDMENTS

Section 1. This constitution may be amended by a majority vote of the members present and voting at any regular meeting of the Division or by a majority vote of the members responding to a written/electronic ballot provided that written notice of the proposed change is sent to the entire membership at least ten days prior to the date of the meeting or ballot return.

Section 2. 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.

Adopted: September 23, 1981

Amended: October 16, 1985

Amended: May 21, 1986

Amended: October 1, 1986

Amended: August 6, 1987

Amended: October 29, 1987

Amended: June 14, 2001

Amended: November 6, 2007

Amended: June 5, 2012

Amended: March 3, 2015

Amended: October 22, 2020

Amended: October 4, 2022

Amended: March 5, 2024