



**Constitution and By-Laws of the  
Suffolk County Library Association  
Constitution**

**Article I      Name**

**Section 1.**      This organization shall be known as the Suffolk County Library Association (SCLA)

**Article II      Purpose**

The Suffolk County Library Association's purpose shall be to provide an inclusive cooperative for all of our members. A dedicated Executive Board and all partner entities are committed to provide, promote, and sponsor continuing education opportunities, professional activities, and extend constant support and aid to members as well as all library staff throughout Suffolk County.

**Article III      Membership**

**Section 1.**      Any individual, institution, or organization interested in the purpose of the Association may become a member upon payment of the dues.

All changes proposed for the current membership dues structure must be approved by the SCLA Executive Board and submitted to the membership for adoption.

**Section 2.**      SCLA life membership may be conferred upon any individual who has made an outstanding contribution to library service upon Board recommendation, followed by a majority vote of members present taken at any regular or special meeting of the Association. Life members shall be SCLA non-dues paying with voting privileges.

**Section 3.**      The Suffolk Cooperative Library System shall be entitled to a non-voting representative on the SCLA Executive Board.

**Article IV      Organization**

**Section 1.** The Association shall be structured to include divisions representing types of library, service, or interest.

**Section 2.** Application for establishment of divisions shall be made to the SCLA Executive Board in accordance with the By-Laws.

## **Article V      Officers**

**Section 1.** The officers of SCLA shall be the President, Vice-President/President Elect, Secretary, and Treasurer.

**Section 2.** SCLA officers shall assume office on January 1. The term of officers shall be for one calendar year except the office of Treasurer, which shall be for two calendar years.

**Section 3.** SCLA officers shall perform the duties of their respective offices as outlined in the Bylaws, and such other duties as approved by the SCLA Executive Board.

**Section 4.** Vacancies in the office shall be filled for the period of their unexpired term by SCLA Executive Board appointment with the exception that should the vacancy occur in the Office of the President, the Vice-President/President Elect will succeed.

## **Article VI      Administration**

**Section 1.** Administration of the affairs of the Association shall be vested in the SCLA Executive Board, which shall consist of the officers of the Association, the immediate Past President, Presidents of the SCLA Divisions, and five Members-at-Large elected by membership. Two Members-at-Large shall be elected each year to serve two-year terms. Members-at-Large may not serve more than two consecutive terms without taking a complete year off before running for re-election.

**Section 2.** There shall be at least eight regular SCLA Executive Board meetings during the year, all of which shall be open to the membership. Special meetings may be called by the President on request by a majority of the members of the SCLA Executive Board, or written by 5% of the members of the Association.

**Section 3.** Any elected member of the SCLA Executive Board and Administration who shall absent himself or herself from three consecutive SCLA Board meetings without excuse accepted as satisfactory by the SCLA Executive Board shall be deemed to have resigned. The President shall inform that member. Non-elective members shall be replaced by appointment of the President. Elective members shall be replaced by appointment of the SCLA Executive Board.

**Section 4.** At the beginning of the President's term of office, he/she shall appoint Committee chairs, subject to the approval of the SCLA Executive Board.

**Section 5.** Voting members of the SCLA Executive Board shall include the Association Officers, the Members-at-Large, the immediate Past President, and the President or official representative of each SCLA Division.

Non-voting members of the SCLA Executive Board shall include all Committee Chairpersons and liaisons representing other professional organizations.

## **Article VIII Membership Meetings**

**Section 1.** SCLA shall hold one annual membership meeting, which may, but need not be, held in conjunction with the annual dinner meeting.

**Section 2.** Special meetings may be called by the SCLA President, a majority of the SCLA Executive Board, or by written request of 5% of the members of the Association.

## **Article IX Voting**

**Section 1.** Each individual and lifetime member shall be entitled to one vote.

**Section 2.** Questions requiring membership decisions may be referred for vote by electronic ballot providing that ten days are given for reply and no fewer than 5% of the members respond. All electronic votes must be cast via a secure method system.

**Section 3.** 20% of the voting members shall constitute a quorum at a duly called SCLA Association meeting.

**Section 4.** A majority shall constitute a quorum at a duly called SCLA Executive Board meeting.

**Section 5.** In all voting, a majority of votes cast prevails except in case of amendments to the Constitution.

## **Article X Provisions for By-Laws**

**Section 1.** By-Laws may be adopted, amended, or rescinded by majority vote of the members present and voting at any regular meeting of the Association or by majority vote of those responding to a mail or electronic ballot, and providing that 5% of the members respond, and providing that written and electronic notice of the proposed change is sent to the entire membership at least 10 days prior to the date of the meeting or ballot return.

## **Article XI Parliamentary Authority**

**Section 1.** Business shall be transacted in accordance with the latest edition of Robert's Rules of Order unless otherwise specified in the Constitution and Bylaws of the Association.

## **Article XI Amendments**

**Section 1.** This Constitution may be amended by a majority vote of the members present and voting at any regular meeting of the Association or by a majority vote of the members responding to an electronic or written ballot, and providing that electronic or written notice of the proposed change is sent to the entire membership at least 10 days prior to the date of the meeting or ballot return.

CONSTITUTION AMENDED October 2002

CONSTITUTION AMENDED October 2005

CONSTITUTION AMENDED March 2015

ERROR CORRECTED April 2016 (Article X, Section I, the work 'electronic',  
erroneously included, is stricken)

CONSTITUTION AMENDED October 2022