

Young Adult Services Division Constitution
Suffolk County Library Association

Article I. NAME

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

Article II. OBJECTIVES

Section 1. To unite in one division all of those who are interested in any phase of library service to young adults.

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 Young Adult Services Division shall be open to any person engaged in or interested in young 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-Past President
- Vice President-President Elect
- Secretary
- Treasurer
- Members at Large

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 YASD 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 YASD 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 YASD 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 YASD office, the voting members of the current YASD Executive Board shall cast written ballots for one of the two candidates for that office.

Section 6. New officers will be presented and take office at the Annual December Luncheon.

Section 7: Terms

- Secretary and Treasurer shall serve a term of one year.
- Member at Large: Fran Romer Annual Workshop Committee shall serve a term of two years.
- The President shall serve a term of one year and shall become Past-President upon the expiration of the president's term. The Vice-President (President-Elect) shall serve a term of one year and shall become President upon the expiration of the president's term.

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 YASD Executive Board who shall absent himself from three consecutive YASD Board meetings without excuse accepted as satisfactory by the YASD Board may be removed from office by a majority vote of the YASD Executive Board. The President shall inform that member. Non-elected members shall be replaced by appointment of the President. Elective members shall be replaced by appointment of the YASD Executive Board.

Article V. FINANCING

Section 1. The Suffolk County Library Association includes in its budget an amount for the operation of the Young Adult Services Division

Section 2. The Young 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.

Section 3. In addition to meeting costs, YASD shall be responsible for the following yearly expenditures:

- BEST Award Winner stipend in the amount of \$150.00

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 Young 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. The Vice-President shall co-chair the NCLA/SCLA B.E.S.T. Award Committee.

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 YASD 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.

MEMBER-AT-LARGE

Section 8. It shall be the duty of the Member-at-Large to shadow the existing Member-at-Large at the Fran Romer Annual Workshop, learning about the workings of the program.

Section 9. Research and confirm a guest speaker for the following year's conference under the guidance of the existing Member-at-Large.

Section 10. Organize and confirm the conference location, discussion books, discussion groups and group leaders, lunch, and the workings of the program including; registration, coordinating program materials, and adhering to the speakers needs for the following year's conference under the guidance of the existing Member At Large

Section 11. In the second year of appointment, the Member at Large will be responsible for all aspects of the Fran Romer Annual Workshop, and guide the new Member At Large in planning the workshop for the following year

Section 12. Additional duties include arranging the table and volunteers for the YASD table at the Long Island Library Conference

Article VII. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the following:

- Officers of the Young Adult Services Division
- Member at Large
- Immediate Past President of the Young 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

Section 1. There shall be the following standing committees:

- **Annual Luncheon:** The Annual Luncheon Committee shall be responsible for organizing the Annual Luncheon. Duties will include selecting a venue and confirming a speaker. The President will serve as the Chairperson for this committee.
- **B.E.S.T. Award:** The B.E.S.T. Award Committee shall be responsible for selecting the winner of the B.E.S.T. Award. The Vice President will serve as the Chairperson for this committee.
- **Nominating:** The Nominating Committee shall assemble a slate of Executive Board candidates for presentation to the membership. The Vice President will serve as the Chairperson for this committee.
- **Professional Development and Programming:** The Professional Development and Program Committee will be responsible for planning no less than four meetings each calendar year that support YA librarians in promoting high quality library services. The President will serve as the Chairperson for this committee.
- **Technology:** The Committee shall become involved with innovative projects that encourage and facilitate use of current technology by young adults and young adult librarians. The President will serve as the Chairperson for this committee.

Article IX- APPOINTED POSITIONS

MEMBERSHIP

Section 1. Promote and expand membership in the division

WEBMASTER

Section 1. The webmaster shall be responsible to design and update the YASD website with all association news and events, in cooperation with the board.

Section 2. Designs and updates the YASD social networking profiles.

Section 3. Checks all YASD emails and forwards information to the applicable officers.

Section 4. Keeps and updates a digital archive of Young Adult Services Division activities.

Article X. MEETINGS

All meetings are open to any YASD 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. Twenty-five percent of members present and in good standing shall constitute a quorum at any regular or special meeting of the Division

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.