



# New York State Library Assistants' Association

## CONSTITUTION

### **Article I: Name**

Section 1: The name of this organization shall be the New York State Library Assistants' Association (NYSLAA).

### **Article II: Objectives**

Section 1: To enhance the status of New York State's library assistants.

Section 2: To further their professional growth and education.

Section 3: To provide a network for communication among its members.

Section 4: To cooperate with similar organizations on local, state, and national levels to achieve these goals.

### **Article III: Membership**

Section 1: Regular members shall be those library assistants who work in libraries or library systems in the State of New York.

Section 2: Associate members shall be those who are interested in the professional growth and recognition of library assistants but who do not qualify as regular members.

Section 3: Persons meeting the above requirements become regular or associate members upon payment of dues as specified by the Executive Council.

### **Article IV: Officers**

Section 1: The officers of the Association shall be President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, Membership Secretary, and Conference Coordinator.

Section 2: The officers shall be elected by the regular members of the Association according to the specifications stated in the Bylaws.

Section 3: Only regular Association members in good standing for a minimum of two years shall have the right to hold office.

## **Article V: Executive Council**

Section 1: The name of the governing body of the New York State Library Assistants' Association shall be the Executive Council.

Section 2: The Executive Council shall consist of the officers of the Association.

Section 3: The chairpersons of any ad hoc or special committees shall be ex-officio members of the Executive Council.

Section 4: The Executive Council shall make recommendations to the Association and shall function as the solicitor and disseminator of the information necessary to implement the policies of the Association.

Section 5: Business matters are handled by the Executive Council.

## **Article VI: Committees**

Section 1: Standing committees shall be the following: Community Outreach, Donations, Election, Membership, Newsletter, and Public Relations. Other standing committees may be established by a majority vote of the Executive Council. These committees shall function as specified in the Bylaws.

Section 2: Chairpersons or liaisons of the standing committees shall be determined as follows:  
Community Outreach Committee - liaison - President  
Donations Committee - liaison - Conference Coordinator  
Election Committee - chair in even years - Corresponding Secretary  
  chair in odd years - Recording Secretary  
Membership Committee - chair - Membership Secretary  
Newsletter Committee - chair - Recording Secretary  
Public Relations Committee - liaison - Corresponding Secretary

Section 3: Ad hoc or special committees may be authorized by the President with the approval of the Executive Council and shall function as specified in the Bylaws.

## **Article VII: Archives**

Section 1: Official and unofficial documents of the Executive Council and other relevant materials shall be collected and maintained by the Association's Vice President.

## **Article VIII: Meetings**

### Section 1: Parliamentary Authority

- 1.1 *Robert's Rules of Order*, revised, may govern all meetings of the Association, except in cases where they are inconsistent with the Bylaws.
- 1.2 The presiding officer may appoint a regular member of the Association to serve as Parliamentarian.

### Section 2: General Sessions

- 2.1 The Association shall meet in general session at least once a year at such time and place as determined by the Executive Council.
- 2.2 General sessions may also be called upon to petition the Executive Council by twenty-five (25) percent of the regular membership.
- 2.3 At general sessions, the regular membership shall take any needed organizational action of items referred to it by the Executive Council. The remainder of a general session shall be devoted to new business which may suggest directions in which the Association may wish to proceed.

### Section 3: Executive Council

- 3.1 The Executive Council shall meet at least twice a year.
- 3.2 Meetings of the Executive Council may be called by the President at such times and places as s/he may designate, or upon the request of a majority of the Council. Additionally, the President may in cases requiring immediate action poll the members of the Executive Council without convening that body in order to reach a majority vote on a given issue or issues. Such a poll shall constitute a meeting for the specific purpose(s) at hand and the President shall, upon its completion, notify the Recording Secretary in writing both as to its nature and its results.
- 3.3 Any member of the Association may attend any meeting as an observer.

## **Article IX: Finances**

Section 1: Regular and associate members of the Association shall pay annual dues in the amount specified by the Executive Council.

Section 2: By a two-thirds vote, regular members may levy assessments against themselves.

Section 3: Expenditures of organizational funds shall be governed by established Association policies.

**Article X: Amendments**

- Section 1: This Constitution may be amended by an affirmative vote of a majority of the regular members of the Association casting ballots.
  
- Section 2: An amendment may be proposed by a majority vote of the Executive Council or by written petition (filed with the Recording Secretary) of at least ten (10) percent of the regular members.
  
- Section 3: Votes on amendments to the Constitution shall be conducted by paper or electronic ballot.
  
- Section 4: An amendment shall become effective immediately upon its passage, unless specified at the time of the vote.

RATIFIED JUNE 10, 1988  
Amended September 6, 1990  
Amended January 14, 1992  
Amended May 3, 1993  
Amended, October 15, 1997  
Amended October 18, 2000  
Amended September 1, 2014