

ASSOCIATION OF CHILDREN'S LIBRARIANS OF NORTHERN CALIFORNIA – BYLAWS AND CONSTITUTION

BYLAWS

SECTION I – OFFICIAL YEAR

- A. The official year will be from September 1 to August 31.

SECTION II – MEMBERSHIP

- A. Annual dues (for one year January through December) for membership are \$50.00 for regular members, \$25 for students, \$40 for retired members.
- B. A member who has not paid dues within three months after the expiration date of her/his membership will be omitted from the roll.

SECTION III – OFFICERS: NOMINATIONS, ELECTIONS, DUTIES

- A. The Nominating Committee shall present a panel of candidates, at least one for each vacancy, one or more months preceding the election. Further nominations may be made from the floor. Election will be held at the June or July meeting. If more than one candidate is nominated, officers will be elected by written ballot. The candidate who receives a plurality of all votes cast will be elected provided a quorum is present. If there is only one candidate for any office, the Chair will declare the candidate elected and instruct the Secretary to so record it.
- B. When a vacancy in any office occurs, except that of President, a successor to complete the unexpired term shall be appointed by the Board. When the vacancy occurs in the office of President, the Vice-President (President Elect) shall become President and the office of Vice-President shall be filled by election.
- C. The Board will include the elected officers, the immediate ex-President and the Chairpersons of each standing committee: Book Review, Nominating, Membership, Distinguished Books, Performers' Showcase, Budget, and Editorial (Managing Editor).
- D. It shall be the duty of the President to preside over all meetings of the members and the Board, to serve as ex-officio member of all committees, to enforce due observance of the Constitution and Bylaws, to decide all questions of order, to be responsible for all regular meetings.
- E. It shall be the duty of the Vice-President (President Elect), in the absence of the President, to perform all duties of that office. The Vice-President (President-Elect) shall be responsible for the programs at the Institute. The Vice-President (President-Elect) shall appoint Chairpersons-Elect to each standing committee by the August meeting.
- F. It shall be the duty of the Secretary, or a person delegated by the Board, to keep a record of the minutes of all meetings and to write other communications as needed.

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- G. It shall be the duty of the Treasurer to receive all monies, and to keep a record of and disburse the funds of the Association in accordance with the instructions of the Board, and to make statements of accounts annually and at such times as the Association requires.
- H. It shall be the duty of the Board to serve as an advisory board to the President and the members, and to authorize expenditures. A quorum for a board meeting shall be five.

### SECTION IV – COMMITTEES

- A. The Book Review Committee will consist of a Book Review Chair and as many committee members as deemed necessary to complete the following responsibilities: coordinate with publishers to receive review copies, receive and store reviewed and unreviewed books, find suitable organizations to receive books not sold at the booksale, keep track of books assigned for reviewing, collect reviews, prepare list of reviewed titles for use by attendees at meetings, give book reviewing information and assign mentors to new reviewers.
- B. The Nominating Committee will consist of a Chairperson and two additional members. It will be the duty of the nominating committee to present a panel of candidates for elective offices at the meeting one or two months before the election.
- C. The Membership Committee shall make available membership application/renewal forms, maintain a roster of members, to keep a record of members' names and addresses, and coordinate with the editor for publishing the reviews.
- D. The Editorial Committee will consist of a Managing Editor, copy editors, and any other members deemed necessary to complete the following responsibilities: oversee collection and copy-editing of reviews and their delivery to the production artist each month, check bibliographic data on all reviews, maintain the organization's "Guidelines for Reviewers," communicate feedback to reviewers as needed, maintain social networking sites (such as but not limited to a blog, Twitter, and Facebook accounts), plan book reviewing workshops or presentations to be conducted yearly at meetings.
- E. The Performers' Showcase Committee is responsible for organizing and presenting a program, separate from regular meetings, designed to assist members and others attending in selecting quality entertainers for programming needs.
- F. The Budget Committee will consist of the Treasurer, Vice President/President Elect/Institute Chair, Performers' Showcase Chair, and two additional members, one of these five to serve as Chairperson. The committee will prepare and propose an annual budget to the Board for approval, and report status quarterly to the Board.
- G. Chairpersons of all standing or special committees shall submit an annual report in writing to the President to be kept as a permanent record and submit a copy of this report to the Vice-President (President Elect).

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## SECTION V – MEETINGS

- A. Regular meeting will be monthly. Special meetings may be called by the President on approval of the Board. One of the regular meetings shall be the Institute. A meeting may be canceled by a plurality vote of the members present at any meeting.
- B. Two-thirds of the active members shall constitute a quorum.
- C. In most cases a majority vote will carry a motion. This is interpreted to mean a majority of those voting. Those not voting are not counted either aye or nay.

## CONSTITUTION

### ARTICLE I – NAME AND PURPOSE

SECTION 1. The name of this organization is THE ASSOCIATION OF CHILDREN'S LIBRARIANS OF NORTHERN CALIFORNIA (ACL).

SECTION 2. This organization is an association of people interested in library work with children and young adults. Its purpose shall be to strengthen and maintain work with youth in the libraries of Northern and Central California according to the highest standards of professional librarianship by:

- Reviewing and evaluating children's books and other materials produced for young people
- Working actively to further the cause of library work with children
- Discussing various phases and problems of this work
- Cooperating in the solution of problems of mutual concern
- Encouraging and stimulating the personal friendships of its members

### ARTICLE II – MEMBERSHIP

SECTION 1. Any librarians or other persons actively engaged in, responsible for, or interested in, library work with children and/or young adults is eligible for membership in the Association.

SECTION 2. Any person desiring to become a member of this Association may do so by paying the annual dues as set forth in the By-Laws.

SECTION 3. The types of membership are as follows:

- **ACTIVE MEMBERS:** Any librarian residing in California north of and including Kern County, currently engaged, active in, or retired from, library work with children and/or young adults, may become an active member, hold office, and vote, on payment of dues.

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- ASSOCIATE MEMBERS: Any person interested in library work with children, but who is not qualified for active membership by residence and/or occupation, may become an associate member on payment of dues, and may vote, but not hold elective office.
- HONORARY MEMBERS: Any person who has rendered outstanding service to ACL and/or library work with children and/or young adults may be elected by the members to honorary life membership. An honorary member may vote and hold elective office, but does not pay dues.

### ARTICLE III – ORGANIZATION

SECTION 1. The officers of this Association shall be a President, a Vice-President (President Elect), a Secretary, and a Treasurer. Each officer shall perform the duties usually incumbent upon that office and as outlined in the By-Laws. Each elected officer shall be an active member. Officers will be elected from a panel of candidates offered by the Nominating Committee as provided in the By-Laws.

All records will be turned over to the newly-elected officers at the last meeting of the official year, and the incoming officers shall assume their full responsibility at the first meeting of the official year.

SECTION 2. The Board shall be the governing body of the Association and it shall be its duty to formulate policies and propose plans to carry out the purposes of the Association. The Board shall consist of the elected officers, the retiring President, the Chairperson(s) of the Book Review Committee, and other members appointed by the President and provided in the By-Laws.

SECTION 3. A Book Review Chairperson (or Chairpersons) and Committee shall be appointed as provided in the By-Laws.

A Nominating Committee shall be appointed as provided by the By-Laws.

A Distinguished Book Chairperson and Committee shall be appointed as provided by the By-Laws.

Special Committees may be appointed by the President as deemed necessary.

The President shall serve as ex-officio member of all committees.

Section 4. All officers, elected and appointed, shall hold office for one official year.

### ARTICLE IV – MEETINGS

SECTION 1. Regular meetings shall be held monthly as provided in the By-Laws.

SECTION 2. Special meetings may be called by the President at any time on approval of the Board.

### ARTICLE V – FINANCES

SECTION 1. Annual dues shall be paid as provided by the By-Laws.

SECTION 2. The fiscal year shall coincide with the official year as provided in the By-Laws.

ARTICLE VI – AMENDMENTS

SECTION 1. The Constitution may be amended by the affirmative vote of two-thirds of the voting members present at a regular meeting, provided that written notice was given to all members thirty days in advance.

SECTION 2. By-Laws may be amended, repealed, or adopted by the affirmative vote of a majority of the voting members present at the regular meeting, provided that written notice was given thirty days in advance.

In order that the Association's Constitution conform with the requirements for non-profit status it is necessary that we add the following statements

ARTICLE VII – NON-PROFIT STATUS

Upon the winding up and dissolution of this Association, after paying or adequately providing for all debts and obligations of the Association, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code.

No part of the net earnings of this Association shall ever inure to or for the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the express purposes for which it was formed.

Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on by an Association exempt from Federal Income Tax under Sections 501 (c) (3) of the Internal Revenue Code of 1954.