

School Librarians' Association of Western New York Bylaws

ARTICLE I

The order of business shall be:

1. Call to order
2. Approval of minutes of last meeting
3. Treasurer's report
4. Standing Committee Reports
5. (Election of Officers)
6. Unfinished Business
7. New Business
- 8. For the good of the order**
9. Adjournment

ARTICLE II NOTICE OF MEETINGS

The Executive Board of this organization shall give written notification of time and place of all meetings and specify the business to be transacted. Notification of the first meeting of the year will be sent to all school libraries in Western New York and to all members from the previous year. Notification of all other meetings will be sent to members.

ARTICLE III DUTIES OF OFFICERS

Section 1 President

The duties of the President shall be to determine the dates of and to preside at all meetings and to appoint committees as deemed necessary by the membership or the officers.

Section 2 President-elect

The duties of the President-Elect shall be:

- to assume the duties of the President during an absence of the latter
- to serve as an assistant to the President
- to serve as the Program Chairman of the organization

The President-elect shall also furnish notice to the membership of the time and place of all meetings.

Section 3 Secretary

The duties of the Secretary shall be to keep records of all meetings and transactions and to have charge of all books and records. The Secretary shall be responsible for correspondence as required by the Executive Board.

Section 4 Treasurer

The duties of the Treasurer shall be to:

- receive and collect all the monies of this organization
- disburse monies as necessary (expenditures of \$120.00 or more shall require approval of Executive Board)
- keep books of account showing the financial condition of the organization
- present at each meeting a detailed report of the financial condition of the organization
- forward membership information to the Membership Chair

Section 5 Membership Chair

The duties of the Membership Chair shall be to:

- receive membership information from the Treasurer
- maintain a membership database
- publish and distribute a membership directory
- provide mailing labels for all organization mailings

Section 6 Past-President

The duties of the Past-President shall be to:

- assume role of Mentoring Committee Chair and connect mentors with any SLAWNY member mentee
- update, organize, and maintain historical records of the previous year (includes Fall Sharing program), past officers and their terms, and advocate of the year
- display such records at selected events
- receives report from Treasurer regarding conference attendees
- attends a library conference and delivers written report the next general meeting

ARTICLE V COMMITTEES

Section 1 Awards

The Awards Committee shall:

- distribute information to the membership for the Outstanding Library Advocate of the Year Award
- evaluate and select the Outstanding Library Advocate of the Year
- order the award to present at Fall Sharing (or last meeting of the year if no Fall Sharing)
- consider and facilitate any additional awards

Section 2 Mentoring Committee

The Mentoring Committee shall facilitate partnerships between newly hired or school librarians changing levels and veteran school librarians for the purpose of acclimating the new school librarians to the position.

Section 3 Public Relations Committee

The Public Relations Committee shall:

- distribute current and important information concerning the library profession to members as well as to local news sources
- distribute current information regarding accomplishments of individual members to the member's district administrator
- promote collaboration between school librarians and teachers as well as prospective teachers enrolled in local area colleges
- secure approval of the President prior to submitting any information to be published outside of the organization
- manages the social media accounts such as Twitter, Facebook or any other social media to promote SLAWNY events
- collect articles and distribute newsletter quarterly

Section 4 Web Site Management Committee

The Web Site Management Committee shall:

- organize, establish and maintain a web site in the name of the organization
- post critical information as specified by the Executive Board to the membership on the web site

Glossary of Terms:

| | |
|--------|---|
| BSLA | Buffalo School Librarians' Association |
| DLIS | Department of Library and Information Studies |
| NYLA | New York Library Association |
| SLAWNY | School Librarians' Association of Western New York School Library |
| SSL | Section of School Librarians |