

New Jersey Library

Association CHILDREN'S SERVICES SECTION CONSTITUTION AND BYLAWS *REVISED 2024*

CONSTITUTION OF NEW JERSEY LIBRARY ASSOCIATION CHILDREN'S SERVICES SECTION

Revised 2024

ARTICLE I. NAME.

The name of this organization shall be the Children's Services Section of the New Jersey Library Association, (hereinafter referred to as CSS).

ARTICLE II. PURPOSE.

The purpose of this section is to develop and support librarians and library staff working with children, to improve library Services to children, and to promote a better understanding of library work with children.

ARTICLE III. MEMBERSHIP.

Any member of the New Jersey Library Association in good standing may become a member of CSS.

ARTICLE IV. OFFICERS AND EXECUTIVE BOARD.

The officers of this Section shall consist of a President, a Vice-President/President-Elect, a Secretary/Treasurer, a Social Media Manager, two Members-at-Large, and the Immediate Past President. These shall constitute the voting members of the CSS Executive Board (hereinafter referred to as the Board), which shall have the power to act for the Section in intervals between membership meetings.

The Youth Services Specialist at the State Library shall be an ex-officio member of the Board. The chairs of any official CSS committees shall also be ex-officio members of the Board. The Board may also invite other Section members to its meetings. Ex-officio members and invitees may assist in Board decisions but shall have no vote.

ARTICLE V. ELECTION OF OFFICERS AND EXECUTIVE BOARD.

Section 1. All officers shall be elected by electronic vote and the results announced via listserv, except that the person who has been elected Vice-President/President-elect shall, after serving the term of that office, automatically become President without further election.

Section 2. Elections shall be held each year. A Vice-President/President-Elect and a Social Media Manager shall be elected for a one-year term. At the completion of this term, the Vice-President shall become President for one year. A Secretary/Treasurer shall be elected for a two year term and one Member at-Large shall be elected each year for a two year term as designated in the Bylaws.

ARTICLE VI. MEETINGS.

Meetings shall be held as provided in the Bylaws.

ARTICLE VII. BYLAWS*

Bylaws may be adopted and amended by a vote of a majority of members in good standing present at any meeting.

ARTICLE VIII. AMENDMENTS.

The Constitution may be amended by a vote of the majority of the qualified members present at any meeting or by ballot, provided that specific notice of the proposed change has been given in the call for meeting at least thirty days prior to that meeting.

*Bylaws are rules adopted by an organization chiefly for the government of its members and the regulation of its affairs.

BYLAWS OF THE CONSTITUTION OF NJLA CHILDREN'S SERVICES SECTION
Revised 2024

ARTICLE I. OFFICERS.

Section 1. Duties.

a. President

It shall be the duty of the President to preside at all meetings; to appoint and dissolve committees as necessary; to represent CSS at a minimum of one NJLA Executive Board meeting per term and/or when appropriate; attend other NJLA Committee and Section meetings, as needed; to appoint liaisons from CSS to NJLA committees when appropriate; to give notice of all meetings, programs and CSS updates; update the CSS webpage; and to perform all other duties pertaining to the office.

b. Vice-President/President-Elect

It shall be the duty of the Vice-President/President-Elect to attend all meetings; to act as program chair for CSS, including overseeing CSS' presence at conferences; to perform the duties of the President in the President's absence; and to represent the Section at NJLA Conference Committee meetings, as needed.

c. Secretary/Treasurer

It shall be the duty of the Secretary/Treasurer to attend a majority of CSS meetings per cycle; to keep the minutes of all meetings, and to keep accurate financial records as needed.

d. Social Media Manager

It shall be the duty of the Social Media Manager to attend a majority of CSS meetings per cycle; to manage the CSS social media presence including regularly logging into accounts, advertising upcoming events, and creating content. This position serves as the social media point of contact for CSS matters.

e. Members-at-Large

It shall be the duty of the Members-at-Large to attend a majority of CSS meetings per cycle; perform other duties as assigned by the CSS Executive Board, including serving as committee chairs for any standing CSS committees.

f. Immediate Past President

It shall be the duty of the Immediate Past-President to serve as an advisor to the Board

in order to assure continuity of purpose; while not required, the Immediate Past President is also encouraged to attend CSS meetings as able.

Section 2. Nominations and Elections.

The Board shall be responsible for creating a ballot with a list of potential nominees. All nominees must be members in good standing of NJLA and committed to participation in the library community at both the local and state level. Some geographic diversity in the slate of candidates is recommended.

Nominees may self-nominate by email to css@njlamembers.org along with a candidacy statement. All members of CSS are eligible to be nominated to the offices of Social Media Manager, Secretary and Member-at-Large. Those who have previously served on the CSS Board in any position are eligible to be nominated to the office of Vice-President/President-Elect.

Every year the membership shall elect a Vice-President/President-Elect and a Social Media Manager. The membership shall elect a Secretary/Treasurer every two years. Each year the membership shall elect one Member-at-Large.

By early March there should be a slate of officers. The slate in ballot form shall be forwarded to the NJLA Elections committee for distribution to each Section member in good standing.

Section 3. Terms of Office.

- a. President. One year as President and the succeeding cycle as Immediate Past President.
- b. Vice-President/President-Elect. One year as Vice-President and the succeeding cycle as President.
- c. Secretary/Treasurer. Two years.
- d. Social Media Manager. One year.
- e. Members-at-large. Two years.

New officers shall assume their duties at the start of NJLA's fiscal year.

Section 4. Provision for filling vacant offices.

In the event that the President is unable to complete the elected term of office, the Vice-President/President-Elect shall assume the duties for the remainder of the term,

serving as Acting President. In addition, they shall serve the term as President for which they were elected. All other vacated offices shall be filled by Board appointment.

Section 5: Conduct

All members including officers are expected to observe the rules of the NJLA Code of Conduct.

ARTICLE II. MEETINGS.

Sufficient notice of meetings and other CSS events shall be provided to members prior to the meeting/event date.

The Executive Board shall meet whenever necessary, in-person or virtually, at a time, place, and date determined by the President.

ARTICLE III. COMMITTEES

Section 1. Standing committees shall be created by the Board to perform duties which recur in the work of the Section. The committees will report to the Board as requested. Membership of committees is limited to members in good standing. Standing committees should inform the Board of changes in leadership before the first meeting of the year.

CSS Standing Committees

- Garden State Children's Book Awards
- Performer's Showcase
- Youth Services Forum
- CSS Conference Committee
- Nominating Committee

Section 2. Ad-Hoc committees may be authorized by the Board to complete specific tasks or for a specific time. Membership of committees is limited to members in good standing.

ARTICLE IV. DISCUSSION GROUPS.

Section 1. Establishment. Members may form a discussion group to address a common Youth Services issue which is not the responsibility of a single committee, by contacting the executive board for approval.

Section 2. Discontinuance. Dissolution of a discussion group is at the discretion of the Executive Board.

Section 3. Functions. The group shall have a chairperson formally appointed by the President of the Executive Board with the approval of the Board. The Board should be

kept fully informed of all meetings and activities of the group. A discussion group may disseminate information, recommendations and conclusions under the aegis of CSS and CSS may call upon the group at any time for its counsel.

ARTICLE V. COMMUNICATIONS WITH MEMBERS

The Board will communicate with members of the CSS section on a regular basis through the CSS listserv. The Board and its standing committees will also submit news and articles to the NJLA newsletter, as needed, will post information to the CSS page of the NJLA Members website, as needed, and communicate with members through social media, as needed.

This Constitution and its Bylaws have been respectfully revised and submitted by the Children's Services Section Executive Board for 2024-2025:

- Jenise Sileo, President
- Rachael Trotter, Vice-President/President-Elect
- Teresa Carlton, Secretary/Treasurer
- Nicole Zimmermann, Social Media Manager
- Sara Figueroa, Member-at-Large #1
- Leala Arnold, Member-at-Large #2
- Heather Kristian, Immediate Past President

Revisions to the CSS Constitution and Bylaws were shared to CSS membership through the CSS listserv in August 2024 prior to the September general membership meeting. Proposed revisions were discussed and approved by the majority of members in attendance.