



NJLA Library Workers of Color Section By-Laws

Est. June 2019

Article I.

Name

The name of this organization shall be the Library Workers of Color (LWOC) Section of the New Jersey Library Association (NJLA).

Article II.

Objective & Purpose

- a) Objectives: To plan, promote, and sponsor social and continuing education events as well as formal and informal career mentorship pathways in order to provide professional support and career development opportunities to library workers of color, who remain underrepresented in the field of librarianship within the state and nationwide.
- b) Purpose: To inspire, empower and connect library workers of color through knowledge, opportunities, and mentorship. Additionally, our aim is to provide allies with opportunities to support library workers of color in professional growth, retention and overall success within the field.

Article III.

Members/Membership

Any member in good standing of NJLA may become a member of the Library Workers of Color Section. The NJLA President and Executive Director shall be ex-officio members of this Section.

Article IV.

Officers/Executive Board

Nominations will be solicited from the membership prior to the Annual Conference according to the NJLA timeline. The Executive Board shall consist of the Past-President, President, Vice President, Secretary and two (2) Members at Large.

- a) Vice-President position will be a three-year term (one year as current Vice President, then one year as President and finally one year as Past President);
- b) Secretary position will be a one-year term;
- c) Member-at-Large positions will be two-year terms.

All members of the Library Workers of Color Section are eligible to be nominated to the offices of Vice President, Secretary and Member-at-Large. All officers, and executive board members shall serve the term specified beginning on July 1 following their election or until their successors are elected.

The Executive Board shall have the power to fill all vacancies in office except the position of President. If the Vice-President is unable to fill the position, the President position will be filled by Special Election by the section membership. Appointments filling vacancies will serve until June 30 of the current fiscal year.

Article V.

Officers and Duties - see separate document outlining specific duties

Section 1: President shall

- a) Be responsible for general leadership of the Library Workers of Color Section, which includes preparing agenda; presiding at executive board and general membership meetings; appointing committee chairpersons and members; serving as a spokesperson for the Library Workers of Color Section; delivering a Welcome/Farewell Address; passing the gavel at the end of the term of office; other duties as provided elsewhere in the Bylaws;
- b) Initiate programs of action, which will call attention to the needs of the members of the Library Workers of Color in particular, and New Jersey Library Association members in general;
- c) Implement the purposes and objectives of the Library Workers of Color as stated in this document;
- d) Implement those decisions passed by the membership and/or the Executive Board.
- e) Assume responsibility for keeping the membership informed of events through Library Workers of Color publications and/or other media;
- f) Transfer past records to the designated repository and his/her records to the succeeding President within 60 days after leaving office;
- g) Be elected to serve a one-year term.

Section 2: The Vice-President/President-Elect shall

- a) Have previous Executive Board experience;
- b) Be responsible for performing all duties of the President in the absence or disability of that officer, and performing such duties as provided elsewhere in the Bylaws;
- c) Represent the President, when requested, in the affairs of the Library Workers of Color;
- d) Assist the President in carrying out official duties;
- e) Serve as chairperson of LWOC sub-committee(s);
- f) Transfer past records to the designated repository and his/her records to the succeeding Vice-President within 60 days after leaving office;

- g) Be elected to serve a one-year term as Vice-President, followed by a one-year term as President, and a one-year term as Past-President.

Section 3: The Secretary shall

- a) Be responsible for recording and reporting the minutes of the meetings of the Executive Board and general membership; maintaining records of other Library Workers of Color business; performing such other duties as provided elsewhere in the Bylaws;
- b) Keep an official copy of the Bylaws and other official documents (non-financial) of the Library Workers of Color.
- c) Send notices of meetings and copies of the minutes to the appropriate persons and, as required, to the total membership.
- d) Assist the President and Vice-President, when requested, in their duties.
- e) Maintain a roster of all Officers, Executive Board Members, and Committee Chairs with current contact information.
- f) Transfer past records to the succeeding Secretary within 60 days after leaving office.
- g) Be elected to serve a one-year term.

Section 4: Members at Large

- a) Be responsible for - perform all duties as assigned by members of the Executive Board which may include...be the liaison for the NJLA annual conference...materials etc. **EDIT**
- b) Aide the executive board in execution of its duties;
- c) Be elected to serve a two-year term.

Section 5: The Immediate Past-President shall

- a) In the one-year following his/her presidency serve as a member of the Executive Board with all the responsibilities and rights accruing there to.
- b) Act as a consultant and resource person to the President and Vice-President in matters appropriate to their offices.
- c) Serve as appointed by the President as an ex-officio member on committees.

V. Nominations & Elections

Officers and Executive Board members shall be elected each year by electronic vote organized via NJLA. Results shall be announced via NJLA-supplied electronic mailing list.

VI. Meetings

There shall be a minimum of two meetings of the Executive Board or the membership each year. A meeting(s) can be authorized and may be conducted in-person or virtually (via video-conference or audio-conference) according to the bylaws.

For the transaction of business at a general meeting, the members in attendance constitute a quorum at any meeting. Decisions will be determined by majority rule.

The Executive Board shall meet whenever necessary, and meetings may be called by the President at such time and place as they may designate, or may also be called if requested by a majority of the Executive Board. A majority of currently-serving members of the Executive Board shall constitute a quorum.

The Executive Board members are required to actively participate in at least two-thirds of all scheduled meetings.

VII. Committees/Task Forces

Standing committees or task forces shall be created as needed by the Executive Board to perform duties which continually recur in the work of the Section. They will report to the Executive Board as requested. Membership of committees or task forces is limited to Section members in good standing.

VIII. Reports/Archives

The Section shall maintain an archive of official documents, reports, meeting minutes, publications and/or projects of the Section and its officers, and shall submit such documents to NJLA.

IX. Amendments

By-laws may be adopted and amended by a vote of a majority of members in good standing present at any meeting, provided that specific notice of the proposed change has been given in the call of a meeting at least 15 days prior to that meeting. Any changes to the Section By-laws must be submitted to NJLA.

Bylaws implemented and approved by NJLA Executive Board Month Day Year
Member of the Library Workers of Color Section.

Amended April 23, 2024