

# BY LAWS OF THE HAWAII ASSOCIATION OF SCHOOL LIBRARIANS

## ARTICLE I NAME

This corporation shall be known as the Hawaii Association of School Librarians (H.A.S.L.) and shall be affiliated with the American Association of School Librarians.

## ARTICLE II MEMBERSHIP

**Section 1. Regular Members.** Any persons actively engaged in library media work on a professional basis may become regular members upon payment of their annual dues. A regular member is entitled to all rights and privileges. (S)he may vote and hold any elective or appointive office. (Amended August 30, 2009)

**Section 2. Associate Members. A)** School librarians previously engaged in library media work on a professional basis (retired, job change, on leave status) may become associate members upon payment of their annual dues. An associate member is entitled to all rights and privileges. (S)he may vote and hold any elective or appointive office. **B)** Clerical staff, aides, college students, and interested lay people may become associate members upon payment of their annual dues. An associate member is entitled to all rights and privileges except that (s)he may not vote nor hold any elective office. However, (s)he may serve on any duly authorized committee. (Amended April 2, 2011)

**Section 3. Institutional Members.** Any institutions or organizations actively engaged or interested in the school library media field may become members upon payment of their annual dues. An institutional member, through its authorized representative, is entitled to all rights and privileges except the rights to vote and to hold elective office. However, the representative may serve on any duly authorized committee.

**Section 4. Honorary Members.** Any persons who have unselfishly contributed their time and talents toward the improvement of school library media centers and services may be nominated for honorary membership. All nominations must be submitted to the Executive Board on a petition signed by at least twenty-five (25) other members of the Association. At least five of the voting members of the Executive Board must approve before the honorary membership is bestowed upon the honoree. An honorary member is entitled to all rights and privileges except that (s)he may not vote nor hold any office.

**Section 5. Membership Year.** The membership year shall begin on October 1st and shall run for a full calendar year.

**Section 6. Dues.** Annual dues shall be paid by all members except honorary members.

Dues shall be payable by October 31st for all members. Members whose dues are unpaid by October 31st shall be dropped from membership. They may be reinstated for the remainder of the year upon payment of dues. Any changes in dues shall be made by two-thirds vote of members voting. Members will be informed of proposed changes at least two weeks prior to voting.

### **ARTICLE III OFFICERS**

**Section 1. Kinds of Officers.** The officers of this Association shall be the president, the first vice-president, the second vice-president, the recording secretary, the corresponding secretary, and the treasurer.

**Section 2. Term of Office.** Each officer shall be elected for a single term except for the treasurer and the second vice-president who will be elected for two terms. A term of office shall begin on June 1 and terminate on May 31 of the following year. The terms of the treasurer and second vice-president shall begin in alternating years. No member shall hold the same elective office more than twice in succession.

**Section 3. Duties of the President.** The President shall preside over the regular, special, and Executive Board meetings of the Association, but (s)he shall vote only when a single vote is needed to decide the issue being voted upon. (S)he shall appoint the chairperson of all standing, special, and ad hoc committees and may assist in the selection of committee members. (S)he shall serve as an ex-officio member, without vote, of all committees except the Auditing Committee and the Nominating committee. With the consent of the Executive Board, (s)he shall appoint an Association member to fill a vacancy on the board. The first vice-president shall perform all the duties of the president in the latter's absence. (S)he shall serve as the program chairperson. The President shall have had experience as a H.A.S.L. Board member. (Amended August 30, 2009)

**Section 4. Duties of the First Vice-President.** The first vice-president shall perform all the duties of the president in the latter's absence. (S)he shall serve as the program chairperson. (Amended April 2, 2011)

**Section 5. Duties of the Second Vice-President.** The second vice-president shall have the major responsibility for membership and recruitment. (S)he shall collect membership dues and membership data. (S)he shall maintain an accurate record of all members in good standing and shall be responsible for the organization, publication and distribution of the Membership Directory. In order for the executive board officers and committee chairs to perform their duties according to H.A.S.L. by-laws and policies, the vice-president of membership will provide the executive board with monthly revised directories as changes occur with membership renewals. The general membership shall be given an annual copy of the directory. (S)he shall make accurate and up-to-date mailing labels available as needed for Association business. In the absence of the president and first vice-president, (s)he shall call the meeting to order and preside until a chairperson pro-tem has been elected. (Amended April 2, 2011)

**Section 6. Duties of the Recording Secretary.** The recording secretary shall keep accurate minutes of all regular, special, and Executive Board meetings. (S)he shall duplicate and distribute copies of the minutes and committee reports as directed by the president or Executive Board. Also as directed, (s)he shall notify the members concerned when and where regular, special, and Executive Board meetings are to be held. (S)he shall collect and maintain a complete file of all committee reports and minutes. These are official records of the Association which shall be turned over to the new incoming president.

**Section 7. Duties of the Corresponding Secretary.** The corresponding secretary shall perform all the duties of the recording secretary in the latter's absence. (S)he shall carry on all necessary correspondence for the Association as directed by the president of the Executive Board. (S)he shall collect and maintain a complete file of pertinent correspondence, news clippings, photographs, newsletters, and other publications of the Association. These are official records of the Association which shall be turned over to the new incoming president. (S)he shall also send email correspondence to the general membership regarding Association events and professional matters of concern. (Amended April 2, 2011)

**Section 8. Duties of the Treasurer.** The treasurer shall be the authorized custodian of funds of the Association. (S)he shall submit a financial report at each Executive Board Meeting. For each business meeting of the Association, (s)he shall prepare for the general membership a written report concerning receipts, disbursements, and investments of the Association. (S)he shall sign all the checks to pay all bills authorized by the Executive Board. If the treasurer is unable to sign a check due to illness, absence or other legitimate reason, checks may be signed by the president or vice-president, but only until the treasurer is able to assume this responsibility. The treasurer shall be responsible for the accounting of dues and shall maintain a record of paid membership.

**Section 9. Filling vacancies.** If the president is unable to complete the full term, the vice-president shall become president, complete the remainder of the unexpired term, and then continue through his/her term. Any other vacancy occurring among the elected members of the Executive Board shall be filled by an Association member appointed by the president with advice and consent of the Executive Board. The new appointees shall complete the remainder of that term of office. Appointment to an unexpired term of at least six months shall be considered the equivalent of one term in that office.

#### **ARTICLE IV EXECUTIVE BOARD**

**Section 1. Voting Members.** The Executive Board shall consist of voting members who shall be elected by the membership. They are the officers plus two members-at-large called directors. At the first election, one director will be elected for a single term and the other for two terms. Thereafter, one director will be elected annually for two terms. (Amended August 30, 2009)

**Section 2. Ex Officio Members.** The chairpersons of all standing, special, and ad hoc committees, editors of official publications of the Association, and liaison persons to other professional groups shall be ex officio, nonvoting members of the Executive Board.

**Section 3. Balance Representation.** The Executive Board should, to the extent possible, reflect the general membership of the Association with representatives from public, private, and parochial elementary and secondary schools as well as other kinds of members.

**Section 4. General Duties.** The Executive Board shall administer the business of the Association and shall have the power in the intervals between business meetings of the Association to act on all matters on which at least five of the voting members agree. However, the Executive Board shall not act contrary to the expressed desires of the membership.

**Section 5. Responsibility for Budget.** Preceding the regular business meeting held during the second half of the fiscal year, the current Executive Board shall prepare a tentative working budget for the next fiscal year beginning July 1st. This budget shall be submitted for approval by the membership at the next Association business meeting.

**Section 6. Meetings.** The out-going and in-coming Executive Boards shall meet jointly within one month following the election meeting. Thereafter, meetings shall be called at the discretion of the president or at the request of a majority of the voting members of the Executive Board.

**Section 7. Quorum.** Two-thirds (2/3) of the voting members of the Executive Board shall constitute a quorum. (Amended August 30, 2009)

## **ARTICLE V COMMITTEES**

**Section 1. Authorization.** Standing, special, and ad hoc committees shall be authorized by a majority vote of the Executive Board. The president shall appoint all committee chairpersons and may assist in recruiting other committee members.

**Section 2. Term of Office.** Unless otherwise specified by the Executive Board, all committee memberships will be for a single term and shall expire at the same time as the terms of the elected officers.

**Section 3. Nominating Committee.** At least forty-five (45) days prior to the regular business meeting held during the second half of the fiscal year, the president shall appoint a nominating committee of at least three members. Executive Board members are not eligible to serve on this committee, except the Director of Nominations.

**Section 4. Auditing Committee.** Every year at least thirty (30) days prior to the regular

business meeting held during the second half of the fiscal year, the president shall appoint an auditing committee of at least three members. Executive Board members are not eligible to serve on this committee. The committee shall carefully examine and check the treasurer's financial records and report from the time(s) he first assumed this office to the present. An official written report of the audit shall be submitted by the committee at the following school year Fall Conference.

## **ARTICLE VI MEETINGS**

**Section 1. Regular Business Meetings.** The association shall hold at least two regular business meetings per year, one during each half of the fiscal year. These shall be held in conjunction with planned programs and/or exhibits of a professional nature.

**Section 2. Special Business Meetings.** Special business meetings may be called by the president or by a majority of the voting members of the Executive Board. In addition, the president must call a special business meeting upon receiving a petition signed by at least twenty-five (25) members of the Association. At least two weeks notice of the meeting must be given to the membership and only the business for which the meeting is being called may be transacted.

**Section 3. Quorum.** Ten percent (10%) of the members of the Association shall constitute a quorum for the transaction of business.

**Section 4. Special Program Meetings.** Special program meetings may be called by the president or by a majority of the voting members of the Executive Board whenever such an action appears to be desirable and beneficial.

## **ARTICLE VII NOMINATIONS AND ELECTIONS**

**Section 1. Time of Election.** The election of officers shall be held prior to the regular business meeting held during the second half of the fiscal year. (Amended August 30, 2009)

**Section 2. Duties.** The Director of Nominations shall present, whenever possible, at least two nominees for each position which needs to be filled that year. The committee shall also provide for write-in candidates. In all cases, the consent of the nominee must be obtained before the name can be placed on the ballot. (Amended August 30, 2009)

**Section 3. Voting Procedures.** Voting shall be by mail. (Amended August 30, 2009 )

**Section 4. Reporting Election Results.** The Director of Nominations shall report the results of the balloting to the president as soon as the ballots have been counted. The president shall confidentially notify each candidate of the election results prior to the meeting at which the results will be officially announced. (Amended August 30, 2009)

**Section 5. Vote Necessary to Elect and Term of Office.** The nominee receiving the highest number of votes for a given office shall be elected to that office and shall serve for the term(s) specified in the bylaws or until a successor is elected. (S)he shall assume the official duties on June 1 following the election or as soon thereafter as possible in a situation where no nominee was elected to fill the position. (Amended August 30, 2009)

## **ARTICLE VIII PARLIAMENTARY AUTHORITY**

The latest edition of ROBERT'S RULES OF ORDER shall be the parliamentary authority governing the Association in all cases in which they are applicable and are not inconsistent with these bylaws or any special rules of order the Association may adopt. When necessary, the services of a qualified parliamentarian may be requested.

## **ARTICLE IX AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular or special business meeting by a two-thirds vote of those members present and voting. The proposed amendment(s) must be presented to the membership in writing at least two weeks before the meeting.

## **ARTICLE X DISSOLUTION**

In the event of dissolution or other termination of this organization, the net assets shall be transferred to another organization organized and operated for a similar exempt purpose, or to the Federal, state, or local government for a public purpose.

## **DUTIES OF THE DIRECTORS (MEMBERS AT LARGE) Duties of the Director(s):**

The Director of Nominations will preside over the nomination committee.

- With the assistance of the committee, (s)he will solicit nominations and conduct the elections for next year's Executive Board. The Director of Awards will coordinate the selection process.
- With the assistance of the committee, (s)he will solicit nominations and conduct the selection of the best qualified candidate for the perspective award.

**Revised 04/2/2011**