

Bylaws of
MARYLAND ASSOCIATION OF SCHOOL LIBRARIANS
Revised April 2015 Accepted by Membership: May 2015
Revised May 2018 Accepted by Membership November 2018

ARTICLE I. NAME.

The name of this organization shall be Maryland Association of School Librarians, hereinafter referred to as the Organization.

ARTICLE II. MISSION AND VALUES.

SECTION 1. MISSION.

MASL engages the school library community by providing opportunities for growth, leadership, innovation, and advocacy.

SECTION 2. VALUES.

1. MASL values, and research supports, the importance of a full-time, certificated school librarian administering an adequately funded, effective school library program.
2. MASL values equitable access to a diverse collection of high-quality resources in a variety of formats.
3. MASL values the freedom to read self-selected materials.
4. MASL values diversity within the school library community
5. MASL values the membership of all staff functioning in school libraries, as well as others interested in excellence in school librarianship.

ARTICLE III. MEMBERS.

SECTION 1. MEMBERSHIP.

1. Eligibility

Any person interested in furthering the purposes and goals of the Organization may become a member of the Organization.

2. Dues

Annual dues for membership shall be set by a vote of the Executive Board at any regular meeting.

3. Duration of Membership

Memberships are for one year from the date of enrollment.

ARTICLE IV. MEETINGS.

SECTION 1. ANNUAL MEETING.

The annual meeting of the members of the Organization shall be held virtually or face to face each year on a day to be designated by the Executive Board for the transaction of any business as may come before the Organization.

SECTION 2. MEETING LOCATIONS.

All meetings can be held virtually or face to face at a location in the State of Maryland as designated by the Executive Board.

SECTION 3. MEETING NOTICES.

The membership shall be informed of dates and locations of Executive Board Meetings and in the case of any Special Meetings. All members are welcome to attend.

SECTION 4. QUORUM.

50% of the Executive Board at any business meeting shall constitute a quorum.

SECTION 5. CONDUCT OF MEETINGS.

Meetings of Members shall be presided over by the President or, if he/she is not present, by the President Elect, or, if neither of said Officers is present, by a representative previously designated by the President. The Secretary of the Organization shall act as secretary of such meetings; in the absence of the secretary, the presiding officer may appoint a person to act as secretary of the meeting.

SECTION 6. VOTING.

Each membership shall entitle the holder thereof to one vote. Except to the extent provided by law, all other actions shall be by a simple majority of the votes cast. Any action requiring a vote of membership may be called in a physical meeting or may be cast electronically. Electronic votes require written notice to membership and a minimum of a 7 day window for voting.

SECTION 7. RULES OF ORDER.

Robert's Rules of Order, Revised shall be the parliamentary authority for this Association.

SECTION 8. COPY OF BYLAWS.

The Bylaws of the Organization shall be available to Members via the Organization website.

ARTICLE V. EXECUTIVE BOARD.

SECTION 1: COMPOSITION OF THE EXECUTIVE BOARD.

The Executive Board shall consist of President, PresidentElect, Past President, Secretary, Treasurer, AASL Affiliate Assembly Delegate (hereinafter referred to as Delegate), three members-at-large and one chairperson from each Standing Committees. The Maryland State Department of Education (MSDE) representative will be an ex-Officio member.

1. Eligibility.

Only a member in good standing of this organization shall be eligible to serve as a member of the Executive Board

2. Standing and Special Committees.

The Executive Board may establish such standing or special committees as it may deem necessary to promote

the purposes and carry on the work of this Organization.

3. Action Plans.

The Chair of each Standing Committee will present an annual action plan of work to the Executive Board for approval by June of each year. No committee work shall be undertaken without an annual plan approved by the Executive Board. Action Plans will also include projected budget to accomplish its goals.

4. Committee Chairs.

The chair of each Committee shall be appointed by the Executive Board of the Organization and shall be a member of the Organization.

SECTION 2. OFFICERS AND THEIR ELECTION.

1. Election, Tenure and Compensation.

- A. Elections shall be held annually in the month of April with the new officers to take office beginning July 1 of each year. Voting shall occur electronically. This vote will follow the same rules as set forth in Article IV, Section 6. The results of voting will be announced when the voting process is complete. Each officer shall hold office until the expiration of the term for which they are elected and until the successor has been duly elected and qualified or until his prior resignation or removal as hereinafter provided.
- B. Officers shall assume their official duties the first day of the fiscal year and shall serve their specified term or until their successors assume their official duties.
- C. An Officer shall not be eligible to serve more than two (2) consecutive terms in the same office. An Officer who has served in an office for more than one half a full term shall be deemed to have served a full term in such office.

2. Nominating Committee.

In February, the nominating committee, composed of 3 members, who shall be appointed by the Executive Board, will convene. The committee shall be headed by the Elections chairperson.

3. Ballot of Officers.

Said committee shall prepare a ballot of Officers and report to the membership by March 15th. All nominees must be members of the Organization for a period of at least one year.

4. Election Results.

Said committee shall make provisions for the tally of votes and notification of the candidates of the results. A simple plurality of the vote for each office shall prevail. These results shall be presented to the membership upon completion of the voting process.

5. Terms for Officers.

- A. The position of President is a three year term. The position of President-elect is voted each year. The second year, that member assumes the position of President. The third year that member assumes the position of Past President. A President may not serve more than one consecutive term except in extraordinary circumstances.
- B. The Treasurer and the AASL Delegate are elected for two year terms and may be

re-elected once.

- C. All other elected members of the Executive Board are elected for one year terms and may be re-elected once.
- D. No elected Board member may serve more than two consecutive terms except in extraordinary circumstances.

6. Assumptions of Duties.

All Executive Board members shall assume their positions July 1.

SECTION 3 EXECUTIVE BOARD RESPONSIBILITIES.

1. Removal of Executive Board Members.

If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the Executive Board.

2. Standing Committee Chairs.

Each Chair of a Standing Committee is required to attend all Executive Board meetings. If the Chair of the Standing Committee is unable to attend a meeting, then a representative should attend and act as the duly authorized agent. If the Chair or representative of a Standing Committee fails to attend three or more meetings, the Elected Board members shall have the authority to remove the person from the position of Standing Committee Chair.

3. Subcommittee Chairs.

Standing Committee Chairs shall hold Subcommittee Chairs to the same standard outlined in section 3.2.

4. Resignations.

An Executive Board member may resign at any time by giving written notice to the Executive Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Executive Board or such Officer. Acceptance of such resignation shall not be necessary to make it effective.

SECTION 4: VACANCIES.

Newly created memberships or vacancies in the Executive Board may be filled by a vote of the majority of the Executive Board. Vacancies occurring by reason of the removal of an Officer shall be filled by a vote of the members. An Officer elected to fill a vacancy caused by resignation, death, or removal shall be elected to hold office for the unexpired term of his predecessor.

SECTION 5: MEETINGS OF THE EXECUTIVE BOARD.

1. Annual Meeting of the Executive Board.

A regular Annual Meeting of the Executive Board shall be held within 60 days following the Annual Meeting of Members. All other meetings shall be held at such time and place as shall be fixed by the President.

2. Meeting Notices: Regularly Scheduled Meetings.

No notice shall be required for regular meetings of the Executive Board for which the time and place have been

fixed. Special meetings may be called by or at the direction of the President, or by a majority of the elected Board members then in office.

3. Meeting Notices: Special Meetings.

Written, notice of the time and place shall be given for special meetings of the Executive Board in sufficient time for the convenient assembly of the Executive Board. The notice of any meeting need not specify the purpose of such meeting. The requirement for furnishing notice of a meeting may be waived by any Officer who signs a Waiver of Notice before or after the meeting or who attends the meeting without protesting the lack of notice to him.

SECTION 6: GENERAL MEETINGS.

The Executive Board shall conduct such business as is directed by the membership at General Meetings. It shall also determine the time and place for holding Organization meetings, authorize payment of noncustomary bills incurred by the Organization and have charge of all business of the Organization for which no other provisions are made. The Executive Board shall have the right and responsibility to represent the membership in activities which extol the common beliefs held by the membership.

SECTION 7: OFFICER REMOVAL AND VACANCIES.

At any meeting held to remove one or more Officers, a quorum shall consist of a majority of the Executive Board Members. Whenever a vacancy on the Executive Board shall prevent a quorum from being present, then, in such event, the quorum shall consist of a majority of the members of the Executive Board excluding the vacancy. A majority of the members present, whether or not a quorum present, may adjourn a meeting to another time and place. Except to the extent provided by law and these ByLaws, the act of the Executive Board shall be by a majority of the Executive Board. Any action authorized by resolution, in writing, by the Executive Board and filed with the minutes of the Organization, shall be the act of the Executive Board with the same force and effect as if the same had been passed by unanimous vote at a duly called meeting of the Executive Board.

SECTION 8: EXECUTIVE BOARD PRESIDERS.

The President shall preside at all meetings of the Executive Board. In the absence of the President, the President Elect shall preside. If the PresidentElect is also absent any other officer designated by the President or President-Elect shall preside.

ARTICLE VI: OFFICERS.

SECTION 1: EXECUTIVE BOARD OFFICERS.

The Officers of the Organization shall be the President, President-Elect, Past President, Secretary, Treasurer, and three MembersatLarge.

SECTION 3: DUTIES OF THE EXECUTIVE BOARD OFFICERS.

1. Duties of the President.

The President shall be the Chief Executive Officer of the Organization, shall have the responsibility for the general management of the affairs of the Organization, and shall carry out the resolutions of the Executive Board. The President shall preside over the meetings of the Organization and its Executive Board, shall appoint such committees as are necessary to conduct the Organization's business, shall serve as exofficio on such committees, and shall be the official representative of

the Organization before the public and other educational bodies.

2. Duties of the President-Elect.

During the absence or disability of the President of the Organization, the President-Elect, shall have all the powers and functions of the President. The President-Elect shall perform such duties as may be prescribed by the Executive Board from time to time.

3. Duties of the Past President.

The Past President shall be President of the Organization should the office become vacant, shall act in an advisory capacity to the President, and shall assume other responsibilities as assigned by the President.

4. Duties of the Treasurer.

A. The Treasurer shall have the care and custody of all the funds and securities of the Organization, and shall deposit said funds in the name of the Organization in such bank accounts as the Executive Board may from time to time determine. The Treasurer shall, when duly authorized by the Executive Board, sign and execute all contracts in the name of the Organization. The Treasurer may also sign checks, drafts, notes and orders for the payment of money, which shall have been duly authorized by the Executive Board.

B. The Treasurer shall be responsible for preparing and filing all necessary tax forms. The Executive Board will select an auditor or auditing committee at least 30 days before the new Officers assume their duties. An audit of the books, by this auditor or auditing committee must be complete prior to the date when new Officers are to assume their duties.

C. The Treasurer shall have custody of all the funds and securities of the Organization, and they shall keep full and accurate account of receipts and disbursements in books belonging to the Organization. They shall deposit all moneys and other valuables in the name and to the credit of the Organization in such depository or depositories as may be designated by the Executive Board. The Treasurer shall disburse the funds of the Organization as may be ordered by the Executive Board, taking proper vouchers for such disbursements.

D. They shall render to the President whenever requested, an account of all transactions as Treasurer and of the financial condition of the Organization. The Treasurer shall give the Organization a bond, in a sum, and with one or more sureties, for the faithful performance of the duties of the office and for the restoration to the Organization in case of their death, resignation, retirement or removal from office of all books, papers, vouchers, monies and other properties of whatever kind in their possession or under their control belonging to the Organization.

E. The Treasurer shall perform all the duties generally incident to the office of the Treasurer, subject to the control of the Board of Directors and the President.

F. Each month the Treasurer shall present a summary of accounting for the previous month's transactions and balances for each account of the Organization.

G. The Treasurer shall compile committee budgets into an association budget to present annually to the Executive Board for approval.

5. Duties of the Secretary.

- A. The Secretary shall keep the minutes of the Executive Board and the minutes of the members, shall have custody of the seal of the Organization, and shall affix and attest the same to documents duly authorized by the Executive Board. The Secretary shall serve all notices for the Organization, which shall have been authorized by the Executive Board, and shall have charge of all books and records of the Organization.
- B. The Secretary or designee shall give notice of all meetings of the Members (except to the extent such notice has been given by the President), and the Executive Board and all other notices required by law or by these bylaws; in case of their absence or refusal or neglect to do so, any such notice may be given by any person so directed by the President or Members upon whose written request the meeting is called as provided in these Bylaws.
- C. The Secretary shall record all of the proceedings of the meetings of the Members and the Executive Committee and the Secretary shall perform such other duties as may be assigned to them by the President. In general, the Secretary shall perform all of the duties generally incident to the office of Secretary, subject to the control of the President.
- D. The Secretary or designee shall also maintain a Policy Handbook for the Organization.

6. Duties of the AASL Affiliate Assembly Delegate.

The Delegate shall represent the Organization at AASL Affiliate meetings as authorized by the Executive Board.

ARTICLE VII: COMMITTEES.

SECTION 1: ELIGIBILITY TO SERVE.

Only members of this organization shall be eligible to serve on any Standing or Special Committee.

SECTION 2: CREATION OF STANDING COMMITTEES.

The President may create a Standing Committee as deemed necessary to promote or carry on the work of the Organization.

SECTION 3: FORMATION OF SPECIAL COMMITTEES.

The power to form special committees rests with the President. The Executive Board shall appoint its members.

SECTION 4: TERM LIMITS.

Committee members cannot serve more than 3 years consecutively on any one committee in the same position or capacity. Following the 3 years of service, members must wait one year before reapplying to serve on that committee in the same capacity or position as before, unless otherwise approved by the Executive Board.

ARTICLE IIX: MISCELLANEOUS.

SECTION 1: FISCAL YEAR.

The fiscal year of the Organization shall be July 1 through June 30th.

SECTION 2: BYLAWS.

1. Amendments.

All ByLaws of the Organization shall be subject to alteration or repeal, and new ByLaws may be made, by a vote of the members entitled to vote in the election of Officers, at the Annual Meeting, a special meeting of the members called for such purpose, or electronic vote. Amendments to the ByLaws of this Organization may be proposed by the Executive Board. Said proposals are to be presented to the membership for comment 30 days prior to calling a vote.

2. Notice of Amendments.

The Executive Board shall have the power to make, alter, or repeal, from time to time, ByLaws of the Organization, except that the Executive Board may not amend or repeal any ByLaw in which control thereof is vested exclusively in the members. If any ByLaw regulating an impending election of directors is adopted, amended or repealed by the Board, there shall be set forth in the notice of the next meeting of members for the election of Officers, the ByLaws so made, amended or repealed, together with a concise statement of the changes made.

Section 3: Nondiscrimination.

The Organization will comply with Title VI of the Civil Rights Act of 1964.

ARTICLE IX. AFFILIATION.

SECTION 1. AFFILIATION.

The Organization, by two-thirds vote of the entire Executive Board may affiliate with such associations as it deems appropriate.

SECTION 2. TERMINATION OF AFFILIATION.

The Executive Board, by two-thirds vote of the entire Board, may terminate its affiliation with any such association.

ARTICLE X. MEMORIAL FUND.

SECTION 1. ESTABLISHMENT OF MEMORIAL FUND.

A Memorial Fund shall be established for the purpose of accepting private memorial contributions to be expended annually, where adequate requests for funds are made for specific purposes related to the improvement of school library media programs in Maryland.

SECTION 2. ADMINISTRATION OF MEMORIAL FUND.

A Memorial Fund shall be administered solely by the Executive Board, which shall approve all expenditures by a quorum vote. Expenditures may be made from the capital or the income of the Memorial Fund by a quorum vote of the Board.

SECTION 3. EXPENDITURES OF MEMORIAL FUND.

Annual expenditures may be made from the Memorial Fund for purposes such as cash grants to recipients of awards, scholarships or grants. Decisions for expenditures shall be determined by a quorum vote of the Executive Board.