

# SCASL Bylaws – approved March 2019

## Article I. Name

The name of this organization shall be the South Carolina Association of School Librarians.

## Article II. Purpose

The purpose of the SCASL shall be to:

- Promote and improve school library programs and school library services;
- Cooperate with state and national library and educational organizations in promoting the welfare of children and youth;
- Act as an interpreter of school library programs to all educators, encouraging administrators, teachers, and librarians to provide the best possible library experience;
- Foster public understanding of the value of librarianship and library programs in the education of all children and young people; and
- Support the inherent right of the individual to have access to ideas and to information.

## Article III. Membership

### Section 1. Active Membership.

Active membership in the South Carolina Association of School Librarians shall be open to those interested in the development, maintenance, and growth of school library programs.

### Section 2. Classes/Types of Members.

Membership in this organization shall be in six classes.

- a. Professional membership shall include those persons who are certified school librarians, retired school librarians on TERI and/or who are working full-time as a professional librarian, students employed as school librarians, and other library professionals (e.g. school librarians and technology specialists in any building level and district level position as well as academic, public and special librarians).
- b. Student membership shall include those persons who are full-time students (those carrying a minimum of nine hours per semester) and not employed as a school library professional.
- c. Associate membership shall include those persons who are state, district, and school administrators, (e.g. district superintendents, assistant superintendents, district curriculum coordinators, school level principals, and assistant principals) legislators, teachers, paraprofessionals, retired school librarians who retired after July 1, 2006, and who were not members for ten or more consecutive years, and other interested persons.
- d. Institutional membership shall include institutions, associations, and businesses.
- e. Retired membership shall include those persons who are retired school librarians.
- f. Honorary membership shall include those persons who are school librarians who retired prior to July 1, 2006 and who had been members for ten or more consecutive years.

### Section 3. Dues.

- a. Annual Dues

|                          |                    |                       |
|--------------------------|--------------------|-----------------------|
| Professional -- \$50.00  | Student -- \$20.00 | Associate -- \$15.00  |
| Institutional -- \$60.00 | Retired -- \$15.00 | Honorary -- No charge |

- b. Membership shall be for one year which is from July 1 – June 30.

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- c. Participation as an officer, member of the Board of Directors, committee person, or voting member in the SCASL shall be contingent upon valid membership.
- d. Members whose dues become delinquent shall be notified in writing by July 15. They shall be dropped from membership and lose the right to hold office and serve on any committee of the Association by July 31.
- e. Reinstatement of membership as a voting member may take place by the payment of all delinquent dues.

### Article IV. Officers

Section 1. The elected officers of this association shall be the President, President-Elect, Secretary, and Treasurer.

Section 2. Terms of Office.

The President and President-Elect of the SCASL shall hold office for a term of one year or until their successors are elected or appointed. The Secretary and Treasurer shall hold office for a term of two years or until their successors are elected or appointed.

Section 3. Qualifications of Officers.

All nominees for President-Elect, Secretary, and Treasurer shall have previously served on the SCASL Board of Directors. The President and President-Elect shall be personal members of the American Library Association and the American Association of School Librarians.

Section 4. Duties of Officers.

These officers shall perform the duties in accordance with Association policies so stated in the SCASL Handbook and these bylaws, and by the parliamentary authority adopted by the association.

Section 5. Office-Holding Limitations.

No member shall hold more than one office at a time, and no member shall be eligible to serve three or more consecutive terms in the same office.

Section 6. Grounds for Removal from Office.

Any officer may be removed for just cause. Grounds for removal of an officer include failure to perform the duties of the office in accordance with Association policies so stated in the SCASL Handbook and these bylaws, or gross impropriety in carrying out the duties and responsibilities of the office.

Section 7. Process for Removal from Office.

- a. Procedures to remove an officer from office may be initiated upon written submission of evidence by any member of the SCASL of proper cause as defined above.
- b. The submitted material must be signed by at least two (2) current members of the SCASL before the Board of Directors can initiate action.
- c. Upon receipt of the above information and ensuring that there are grounds for removal, the Board of Directors shall conduct appropriate deliberations to consider removing the officer from that office.
- d. An affirmative vote of three-fourths of the Board of Directors present and voting shall be required to remove an officer from office.
- e. A special election shall be held to elect his/her replacement.

### Article V. Elections

Section 1. Nominations

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- a. The Elections Committee shall nominate candidates for the offices and for members-at-large of the Elections Committee to be filled at the annual meeting. The consent of each nominee must be obtained before he or she is added to the proposed slate. The slate shall be presented to the Board of Directors for approval requiring two-thirds affirmative vote of those present and voting. Notice of the proposed slate shall be included in the last issue of the SCASL Messenger posted online before the annual conference. It shall also be disseminated electronically.
- b. The immediate Past President will serve as chair of the Elections Committee. The duties of the Elections Committee shall be to make recommendations for nominees to serve as officers of the association. The committee will be composed of the Regional Network Director and three other members who shall be elected by the membership. Members of the Elections Committee will serve a one-year term.
- c. A candidate may be nominated by petition signed by twenty-five (25) SCASL members. This petition, along with the written consent of the nominee, shall be filed with the Immediate Past President two hours prior to the Association's annual business meeting. The names of candidates so nominated will be added to the ballot.

### Section 2. Elections.

A majority of those members present and voting at the annual business meeting shall determine the results of the election. Voting shall be by ballot unless there is only one nominee for each office or position. In such case, the election vote may be conducted by viva voce.

### Section 3. Filling Position Vacancies.

If the office of the President becomes vacant, the Immediate Past President shall succeed for the remainder of the unexpired term. Should the Immediate Past President be unable to fill the office of President, the title, duties and obligations shall fall to the President-Elect who shall finish the remainder of the unexpired term and continue in office through his/her own term as President.

- a. Should a vacancy occur in the office of President-Elect, the Board of Directors shall place in nomination the name or names of persons to fill the unexpired term. A written announcement of this action and a ballot for election by the general membership will be mailed to the membership. Provision shall be made for write-in votes and the deadline for return of ballots will be stated on the ballot.
- b. Should a vacancy occur in the office of Treasurer, the vacancy shall be filled by a majority vote of the remainder of the Board of Directors.
- c. Should a vacancy occur in the office of Secretary, the vacancy shall be filled by a majority vote of the remainder of the Board of Directors.
- d. Any other vacancy in the Board of Directors shall be filled by a majority vote of the remainder of the Board of Directors.

## Article VI. The Board of Directors

### Section 1. Function.

The Board of Directors shall determine the policies of the organization, see that the objectives and guidelines defined by the bylaws are carried out, and hire salaried persons.

### Section 2. Composition.

The Board of Directors shall be composed of the officers, the Immediate Past President, Chairpersons of the following standing committees, Chairpersons of sections, Chairperson of the Regional Network, and Liaisons to the Board. The Executive Secretary shall be a non-voting member of the Board of Directors.

### Section 3. Standing Committees.

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|                      |                        |                          |
|----------------------|------------------------|--------------------------|
| Advocacy             | Bylaws                 | Legislative              |
| Archives and History | Editorial              | Pre-service Education    |
| Awards               | Information Technology | Standards and Guidelines |
| Book Awards          | Intellectual Freedom   |                          |

### Section 4. Sections

|   |                                  |
|---|----------------------------------|
| Paraprofessional Section                  | Retired School Librarian Section |
| Special Public/Independent School Section | Supervisors Section              |

### Section 5. Liaisons.

|   |  |
|---|--|
| South Carolina Library Association Liaison        | SC State Department of Education Liaison   |
| School of Library and Information Science Liaison | Advisory person appointed by the President |

### Section 6. Regional Network.

#### Section 7. Executive Secretary.

The duties of the Executive Secretary shall be outlined in the annual contract approved by the Board of Directors, in accordance with Association policies so stated in the SCASL Handbook and these bylaws.

#### Section 8. Residency.

All members of the Board of Directors shall reside and/or be employed in South Carolina and shall be active members of the Association.

#### Section 9. Chairperson.

The President shall serve as Chairperson of the Board of Directors.

#### Section 10. Meetings.

The Board of Directors shall meet a minimum of four times a year. A board orientation shall be held annually.

#### Section 11. Special Called Meetings.

Special meetings of the Board of Directors may be called by the President or by the Executive Committee, and shall be called upon the written request of three members of the Board. A notice shall be sent to all members of the Board. Only the business specified in the notice shall be transacted.

#### Section 12. Quorum.

A majority of the voting members of the Board of Directors shall constitute a quorum.

## Article VII. Executive Committee

### Section 1. Function.

- a. The Executive Committee shall make decisions in accordance with Association policies so stated in the SCASL Handbook and these bylaws between the regularly scheduled Board of Directors meetings. The actions of the Executive Committee will be presented to the Board of Directors at its next scheduled meeting for ratification by a majority vote.
- b. The members of the Executive Committee will also serve as the Budget Committee, which shall propose a budget for the upcoming fiscal year and submit it to the Board of Directors for approval. The Budget Committee may submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote of the Board of Directors.

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### Section 2. Composition.

The Executive Committee shall be composed of the officers, Immediate Past President, and the Regional Network Director.

### Section 3. Chairperson.

The President shall serve as chairperson of the Committee.

### Section 4. Meetings.

- a. The Executive Committee shall meet as necessary between Board of Directors meetings.
- b. The Executive Committee may meet electronically as deemed necessary by the President, and in accordance with Association policies so stated in the SCASL Handbook and these bylaws.
- c. Two-thirds majority of the voting members of the Executive Committee shall constitute a quorum.

### Section 5. Action by written consent.

The Executive Committee may take action by written or electronic ballot as deemed necessary by the President, and in accordance with Association policies so stated in the SCASL Handbook and these bylaws, and the *South Carolina Code of Law, SECTION 33-31-708. Action by written or electronic ballot.*

## Article VIII. Committees, Sections, and Regional Network

### Section 1. Standing Committees.

- a. Advocacy Committee.  
The duties of the Advocacy Committee shall be to advocate for librarians, school libraries and their programs; to inform the membership of issues impacting school library programs; to provide tools to members to be advocates for the profession; and to publicize the activities of the Association.
- b. Archives and History Committee.  
The duties of the Archives and History Committee shall be to compile, organize, and maintain records of the organizational functions of SCASL.
- c. Auditing Committee.  
The duties of the Auditing Committee shall be to audit the Treasurer's accounts at the close of the fiscal year, and to report to the Executive Board at its regular September meeting.
- d. Awards Committee.  
The duties of the Awards Committee shall be to handle the following recognitions that are presented by the SCASL: School Librarian of the Year, Distinguished Service Award, Administrator of the Year Award, Library Paraprofessional of the Year Award, the Margaret Ehrhardt Student Scholarship, and the Nancy Jane Day Scholarship. This committee will disseminate relevant information to the membership concerning these awards, eligibility, criteria, applications, and deadlines.
- e. Book Award Committee.  
The duty of the Executive Board representative of the Book Award Committees is to serve as liaison between the Executive Board of the SCASL and the Book Award Committee chairs, and is appointed by the President in consultation with the outgoing Executive Board representative of the Book Award Committees. All members shall serve for two years, except for the vice-chairperson and chairperson. The chairperson shall serve as chair for a period of one year following service the previous year as vice-chairperson.

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- f. Budget Committee.  
The duties of the Budget Committee shall be to prepare a budget for the upcoming fiscal year beginning the first day of July.
- g. Bylaws Committee.  
The duties of the Bylaws Committee shall be to make bylaws revisions to facilitate the proper functioning of the SCASL and to work with the outgoing president in revising the SCASL policy handbook.
- h. Editorial Committee.  
The duties of the Editorial Committee shall be to compile, organize, edit, and compose material, both written and graphic, to be included in a minimum of four newsletters to conform to the Association's agenda for the year.
- i. Information Technology Committee.  
The duties of the Information Technology Committee shall be to promote the role of the librarian as a technology leader, to support the integration of technology into the total school curriculum, and to provide technology leadership and support to the SCASL.
- j. Intellectual Freedom Committee.  
The duties of the Intellectual Freedom Committee shall be to promote greater awareness of intellectual freedom, to work with other state organizations in the promotion of intellectual freedom, to serve as support and source of information for librarians and/or districts dealing with an Intellectual Freedom issue, and to work cooperatively with the South Carolina Library Association in awarding the SCASL/SCLA Intellectual Freedom Award.
- k. Legislative Committee.  
The duties of the Legislative Committee shall be to keep the membership informed of state and federal legislation under consideration that is relevant to school library programs, to promote Legislative Day, and to work with government officials.
- l. Pre-service Education Committee.  
The duties of the Pre-service Education Committee shall be to raise awareness and provide information about the role of the school librarian to education classes of teachers and administrators.
- m. Standards and Guidelines Committee.  
The duties of the Standards and Guidelines Committee shall be to assume a proactive role in representing the Association and to inform the membership of new or revised standards and guidelines that affect school library personnel, programs, and facilities.

### Section 2. Selection of Standing Committee Chairpersons.

The President, with majority approval of the Executive Committee, shall appoint chairpersons for the following committees: Advocacy, Archives and History, Auditing, Awards, Book Awards, By-Laws, Editorial, Information Technology, Intellectual Freedom, Legislative, Pre-service Education, and Standards and Guidelines for a term of one year. The Book Awards chairperson shall be known as the Book Awards Executive Board Representative. The previous SCASL Librarian of the Year shall be expected to serve as chairperson of the awards committee. In the event that this person is unable to serve as chairperson, the President shall appoint a replacement chairman, with majority approval of the Executive Committee.

### Section 3. Term of Standing Committee Chairpersons.

The term of committee chairpersons shall be for one year, or until their successors are appointed. No member shall be eligible to serve four or more consecutive terms as Chairperson of any committee, unless previously appointed to fill a vacancy of less than one year as Chairperson of that committee.

### Section 4. Special Committees.

All special committees shall be appointed by the President, with majority approval of the Executive Committee, for a term of one year. The members of all appointed committees shall be active members of

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the Association. Chairpersons of special committees may be required to attend Board of Directors meetings, but will not be voting members of the Board of Directors.

### Section 5. Sections.

The President, with majority approval of the Executive Committee, shall appoint chairpersons for the following sections: Paraprofessionals, Retired School Librarians, Special Public/Independent Schools, and Supervisors for a term of one year, or until their successors are appointed. These sections shall provide a means for discussion and cooperation among library supervisors, special public/independent school librarians, retired school librarians, and paraprofessionals.

- a. Paraprofessionals Section.  
This section shall provide a means for discussion and cooperation among school library paraprofessionals, and shall support the aims and purposes of SCASL.
- b. Retired Librarians Section.  
This section shall provide a means for discussion and cooperation among retired librarians, and shall support the aims and purposes of SCASL.
- c. Special Public/Independent School Section.  
This section shall provide a means for discussion and cooperation among special public/independent school librarians, and shall support the aims and purposes of SCASL.
- d. Supervisors Section.  
The section shall provide a means for discussion and cooperation among library supervisors, and shall support the aims and purposes of SCASL.

### Section 6. Liaisons.

The President, with majority approval of the Executive Committee, shall appoint liaisons for the following organizations: South Carolina Library Association, South Carolina Department of Education, and School of Library and Information Science (USC) for a term of one year, from July 1 to June 30.

### Section 7. Regional Network Function.

The function of the Regional Network shall be to serve as a communications channel between the Board of Directors and the membership; to create opportunities for professional contact and exchange of professional information; to provide opportunities for individuals to have input into programs and activities on local, regional and state levels; to set priorities of action or concern in the form of resolutions for presentation to the Board of Directors; and to coordinate activities for membership growth and retention.

### Section 8. Regional Network Organization.

- a. Composition: The Regional Network Council shall be composed of the regional coordinators from each geographic region of the SCASL, all chairpersons of sections, the Editorial chairperson, and the Regional Network Director.
- b. Residency: All members of the Regional Network Council shall reside and/or be employed in the region which they represent and shall be active members of the Association.
- c. Regional coordinators shall work with the Regional Network Director to recommend school district level network leaders and to provide leadership and communications to all school districts within their regions. Regional coordinators shall be appointed by the Regional Network Director to serve for one year, or until their replacements are appointed.
- d. Function: The Regional Network shall meet during the SCASL Annual Conference to formulate input for the Board of Directors.
- e. Chairperson: The Regional Network Director shall serve as Chairperson of the Regional Network Council and act as liaison between the Board of Directors and the membership via the Regional Coordinators.

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- f. The President, with majority approval of the Executive Committee, shall appoint the director for the Regional Network for a term of two years, or until his/her successor is appointed.

### **Section 9. Other Committees; President's Ex-Officio Committee Membership.**

Such other committees may be established by the Association as it shall from time to time deem necessary to carry on its work. Their members shall be appointed by the President unless this rule is suspended by a two-thirds vote of the Executive Board before their appointment. The President shall be ex-officio a member of all committees except the Elections Committee and any disciplinary committee.

**Section 10. Meetings of Committees, Sections, and Regional Network Council.** Standing Committees, Special Committees, Sections, and the Regional Network may meet electronically as deemed necessary by their Chairpersons in accordance with Association policies so stated in the SCASL Handbook and these bylaws.

## **Article IX. Meetings**

### **Section 1. Annual Meeting.**

There shall be an annual business meeting of the Association during the annual conference, the date set by the Executive Board at least one year in advance. All matters pertaining to the annual meeting shall be handled according to Association policies so stated in the SCASL Handbook and these bylaws.

### **Section 2. Special Meetings.**

Special meetings may be called by the President or by the Board of Directors and shall be called upon the written request of ten members of the Association. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least one month prior to the meeting date. Fifteen per cent of the membership of the SCASL is necessary to achieve a quorum for special meetings. A majority vote of two-thirds of those members present and voting is necessary for action to be taken at a special meeting of the SCASL.

## **Article X. Rules.**

The rules contained in the most recent edition of Roberts Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

## **Article XI. Amendments.**

These bylaws may be amended as follows:

- a. At the SCASL annual meeting by a two-thirds majority vote of the members present and voting at the business meeting, provided written notice of the amendment has been posted on the SCASL website and submitted electronically to the membership a minimum of thirty days prior to the vote.
- b. With written consent by a two-thirds majority vote of the returned ballots.

## **Provisos Related to Transition of the Bylaws Revision**



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1. With the proviso that the elected Elections Committee members in Article V. Section 1 Part a. shall go into effect beginning with the presentation of candidates for the Elections Committee members-at-large to be voted upon at the 2013 Annual Meeting of the SCASL, and
2. With the proviso that the Elections Committee composition in Article V. Section 1 Part b. shall go into effect with the service of the three elected members-at-large of the Elections Committee in the SCASL administrative year 2013-2014.