

Constitution and By-Laws

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Virginia Association of School Librarians (VAASL).

ARTICLE II. PURPOSE

The purpose of this association shall be the advancement of student learning in Virginia through school libraries and school librarians. It shall achieve this purpose by working toward the following specific goals:

- To encourage and promote professional growth of school librarians.
- To promote research, development, and evaluation in the production, selection, and dissemination of school library resources.
- To plan and execute long-range programs for the development of learning resources.
- To promote pre-service and continuing education in school librarianship for all educators.
- To promote the rights of the individual to open access to ideas and the variety of forms in which ideas are communicated.
- To foster public understanding of the value of school libraries in teaching and learning.
- To generate continued support for school libraries, to further the development of verbal and visual literacy as basic components in our educational tradition and cultural heritage.
- To cooperate with other organizations concerned with education and libraries at all levels

ARTICLE III. MEMBERSHIP

Membership in this organization shall be in three categories.

Section I. Active Membership shall include those persons who are directly engaged in education in this state or in related educational activities who are interested in furthering the purpose of this organization. Active members shall be eligible to vote, to hold office, and to receive all appropriate services. Members shall pay in accord with the schedule established by the Board of Directors.

Section II. Honorary Membership may be extended to persons retired from education in this state and to others upon the recommendation of the Board of Directors. Honorary members shall be entitled to all rights and privileges of active members except holding office. Honorary members are exempt from payment of dues.

Section III. Student Membership may be offered to students enrolled in school librarianship preparation programs. Student members shall be entitled to all rights and privileges of active members except holding office. Student members will pay dues in accord with the schedule established by the Board of Directors.

ARTICLE IV. OFFICERS AND BOARDS

Section I. The elected officers of this organization shall be: President, President-Elect, Immediate Past-President, Secretary, Treasurer, and Legislative Coordinator.

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Section II. A Board of Directors shall be composed of the elected officers of the Association and the elected Director and Director-Elect representing each of the seven geographical regions of the state as defined by the Board of Directors. The Regional Director and Director-Elect must work in the region which they represent. All of the above shall be voting members of the Board of Directors.

Section III. All officers and Board of Directors members shall be active members of the Association and shall be elected by the members of the Association as a whole.

ARTICLE V. AFFILIATE RELATIONS

Section I. Affiliate and liaison relationships with other professional organizations may be established by the Board of Directors on behalf of the Association.

ARTICLE VI. AMENDMENTS

Section I. This Constitution may be amended at the annual business meeting by vote of two-thirds of the voting members present provided the proposed amendment has been submitted to the voting membership at least thirty (30) days prior to the vote.

BY-LAWS

ARTICLE I. MEETINGS

Section I. An annual business meeting shall be held within the membership and fiscal year of the Association at a time and place selected by the Board of Directors.

Section II. Other business or special meetings of the Association may be called by the Board of Directors or by petition of 10 percent of the voting membership.

Section III. Any business meeting held under Section II above must be preceded by at least a 21 day notification to the voting membership of the date and location of the meeting.

Section IV. Professional regional meetings of the Association may be called upon request of any member. The name of the Association as the sponsor of such meetings will be used only when approved by the Board of Directors.

Section V. The assembled voting members at any business meeting shall constitute a quorum for conducting such business as may come before the membership.

ARTICLE II. ELECTIONS AND TERMS OF OFFICE

Section I. A ballot shall be prepared listing up to two (2) names for each office and each Board of Directors position except for that of the Immediate Past-President. The Nominations and Elections Committee shall actively seek two (2) names for each office and Board of Directors position. Nominations for the Regional Board members shall be sought from the regions which they represent. Additional nominations for the officers of the Association may be made to the Nominations and Elections Committee before April 1, by petition of at least 25 voting members or 25 percent of the membership of the region making the nomination, whichever is smaller. The

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Committee shall certify the eligibility for office of all nominees appearing on the ballot. Biographies and platform statements shall be published for all candidates for any office prior to the voting by the members.

Section II. Balloting shall be conducted by online voting May 1-15. The results shall be announced on or before May 22. Ballots shall be provided only to voting members of record as of May 1 of that membership year in which the election is held. A tie vote shall be resolved by vote of the Board of Directors. All elected positions of the Association will be elected by the membership as a whole.

Section III. All elected officers and the Board of Directors members shall take office at the business meeting of the Association during the annual conference. If no annual meeting is scheduled, the new officers and Board will assume office on November 1. They shall hold office until their successors are elected and the election is certified. No officer or Board member may be elected to consecutive terms of office unless that person is filling an unexpired term.

Section IV. The President-Elect shall be elected to serve one one-year term as President-elect, one one-year term as President, and one one-year term as Past President.

Section V. The Secretary shall be elected for one two-year term.

Section VI. The Treasurer shall be elected for one two-year term.

Section VII. The Legislative Coordinator shall be elected for one two-year term.

Section VIII. The members of the Board of Directors that are elected from the seven geographical regions shall be elected for one one-year term as Director-Elect and one one-year term as Director.

Section IX. In order that the Board of Directors has continuity, the offices of Secretary and Treasurer shall be elected on alternate years.

Section X. In the event the President is unable to serve his/her full term, the President-Elect shall succeed to the unexpired remainder of the presidency and continue through his/her own term.

Section XI. In the event any other officer or Board of Directors member except the Past-President is unable to serve his/her full term, the President shall appoint, subject to Board approval, someone to fill the remainder of that term. If the Past-President is unable to serve his/her full term, the President shall appoint, subject to Board Approval, a former Past President to fulfill the remainder of the term.

ARTICLE III. BOARD OF DIRECTORS

Section I. The Board of Directors shall consist of all elected officers and the fourteen members of the organization elected from the regions. The Executive Director shall serve as an ex-officio member.

Section II. The function of the Board of Directors shall be to assume responsibility for the affairs of the organization except those requiring a vote of the membership.

Section III. The President shall be chairperson of the Board of Directors.

Section IV. The Board of Directors shall meet at least four (4) times during each membership year.

Section V. Minutes of the Board of Directors meetings shall be available to the membership. Summaries in lieu of detailed minutes may be published in the Association newsletter to inform the membership of Association business and Board of Directors actions.

Section VI. A quorum of the Board of Directors shall be a simple majority of the elected membership of the Board.

ARTICLE IV: EXECUTIVE DIRECTOR

Section I. The Executive Director shall serve as the registered agent of the Association with the State Corporation Commission, sign and maintain legal documents for the Association, and perform all other duties listed in the annual contract.

ARTICLE V. EXECUTIVE BOARD

Section I. The Executive Board shall consist of the elected officers and shall carry out the policies of the Association as determined by the Board of Directors. The Executive Director shall serve as an ex-officio member.

Section II. The Executive Director shall be selected and evaluated by the elected members of the Executive Board on an annual basis.

Section III. The Executive Board shall recommend to the Board the appointment of official representatives to meetings, organizations, and conferences.

Section IV. The Treasurer shall prepare an annual budget for approval by the Executive Board. The Executive Board makes a recommendation to the full Board for approval.

Section V. In the event of a tie vote of the Executive Board, the issue will be forwarded to the Board of Directors for a vote.

ARTICLE VI. DUTIES OF OFFICERS

Section I. The duty of the President shall be to preside at all business meetings, the Board of Directors meetings, and Executive Board meetings of the Association, and perform all other duties usually associated with this office.

Section II. The duty of the President-Elect shall be to perform the duties of the President in the absence of the President and to serve as an ex-officio member of all special committees the President shall create. The President-Elect shall serve as the Conference Planning Committee Chairperson for the annual meeting of the Association in which this person is to assume office.

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Section III. The duty of the Secretary shall be to keep a record of Association activities, and such other duties as the office may require. The Secretary shall keep such properties of value as the Board of Directors indicates for the Association to pass to the Library of Virginia.

Section IV. The duties of the Treasurer shall be to keep an accurate record of all funds received and disbursed on order of the President, make an annual report of receipts and disbursements, including a review performed by a certified public accountant, prepare and submit an annual budget to the executive committee for review, and perform such other duties as are usually associated with this office.

Section V. The duties of the Past-President shall be to chair the Nominations and Elections Committee, and provide support and assistance to the President.

Section VI. The duties of the Legislative Coordinator shall be to be responsible for tracking legislation, coordinating with the Executive Board, and disseminating information to the Board of Directors and the membership.

ARTICLE VII. COMMITTEES

Section I. There shall be standing committees as follows: Nominations and Elections, Membership Development, Scholarships and Awards, and Conference Planning.

Section II. The President, in consultation with the elected board members, shall appoint standing committee chairpersons to all committees. Exceptions include: the President-Elect shall serve as chairperson of the Conference Planning Committee; the immediate Past-president shall serve as chairperson of the Nominations and Elections Committee. Appointments shall be made by December 15. Committee chairs are appointed for a one-year term and may be reappointed for an additional term at the discretion of the President.

Section III. The committee chairperson will select committee members in consultation with the President and should submit the list to the Board as an information item within 30 days of assuming the role as chair.

Section IV. The President shall create such special committees as are necessary for the Association's business, subject to the approval of the Board of Directors. If special committees through their activities and deliberations recommend permanent status, the By-laws must be amended.

Section V. The President shall be an ex-officio member of all standing committees except the Nominations and Elections Committee.

ARTICLE VIII. DUTIES OF COMMITTEES

Section I. The chairperson of each duly appointed committee shall keep a record of the proceedings of the committee and shall submit written reports on committee activities to the President and Secretary at the Board of Directors meetings and when requested.

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Section II. The chairperson of each committee or a designee from that committee is responsible for attending the Board of Directors meetings to keep an open line of communication between the committee and the Board of Directors.

Section III. The Nominations and Elections Committee shall conduct all elections in accordance with provisions of the By-laws.

Section IV. The Membership Committee shall promote membership in the Association.

Section V. The Scholarships and Awards Committee shall elect recipients for grants and awards given by the Association.

Section VI. The Conference Planning Committee shall be responsible for the annual meeting at the close of their year of service.

ARTICLE IX. SECTIONS

Section I. Any group of at least twenty-five (25) members of VAASL, who represent a special field of activity clearly distinct from that of any existing section, may organize a section upon recommendation of the Board of Directors.

Section II. All policies or procedures of sections are considered VAASL policies and therefore are submitted to, and approved by, the VAASL Board of Directors.

Section III. Membership in a section shall be open to any members of the VAASL who are interested in the activities of the section.

Section IV. A Section chair will be appointed by the President in consultation with the existing chair or organizer.

Section V. Sections may be dissolved upon recommendation of the Board of Directors.

ARTICLE X. MEMBERSHIP YEAR AND DUES

Section I. The fiscal year of the Association shall be from July 1 through June 30. Upon change of the office of Treasurer, a review of the records shall be conducted as prescribed by the Board of Directors.

Section II. The membership year shall be from October 1 through September 30. Dues for active and student members shall be determined by the Board of Directors in accordance with the needs and services of the Association.

ARTICLE XI. RULES OF ORDER

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

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where they are inconsistent with this Constitution and By-laws.

ARTICLE XII. AMENDMENTS

These By-laws may be amended by a majority vote (in person, online, or by other generally accepted means) provided such changes have been published thirty (30) days prior to such voting.