

ASLFC REVISED CONSTITUTION AND BY-LAWS
APRIL, 2007

CONSTITUTION

ARTICLE I

Name: The name of the association shall be the Associated School Librarians of Fairfax County (ASLFC).

ARTICLE II

Purposes:

- a. To work to meet American Library Association (ALA) standards in Fairfax County Public Schools (FCPS);
- b. To work for better library services in Fairfax County Schools;
- c. To provide a forum for common library problems;
- d. To undertake such professional studies as may seem advisable to the association from time to time.

ARTICLE III

Membership:

Classes of membership shall consist of the following:

- a. Active members shall include librarians and other professional media personnel who are currently employed by FCPS.
- b. Retiree/Friends shall consist of anyone who would like to maintain a link with the organization.
- c. Life Long Honorary Members will be designated by ASLFC Board members.

ARTICLE IV

Dues:

- a. The membership year is September to September.
- b. Membership must be established by paying dues prior to end of first semester of the school year. The amount payable shall be consistent with the financial obligations of the Association. Any changes in the dues shall be determined by the Executive Board with the consent of two-thirds of the responding membership. New dues will be effective the next school year.

ARTICLE V

Board of Directors:

- The Board of Directors shall consist of the officers, immediate past President, and the chairpersons of the various committees. All Board members must be members in good standing.

ARTICLE VI

Executive Board:

- The Executive Board shall include the officers of the Association and the immediate past-president. All members of the Executive Board must be members of the Fairfax Education Association (FEA).
- The Executive Board shall:
 - a. Have the general power to administer its affairs between general membership meetings and shall report its actions to the members;
 - b. Be subject to the orders of the Association assuring its action shall be in accord with action taken by the general membership.

ARTICLE VII

Meetings:

- a. Association meetings shall be held as designated by the Executive Board. These meetings are open to all members. Notification of meetings shall be done by email. Matters to be voted upon will be decided by a simple majority of those in attendance;
- b. The final meeting of the school year will be for the incoming and outgoing Boards of Directors.

ARTICLE VIII

Amendments:

This Constitution may be amended by a two-thirds vote of the responding membership, but no amendment shall be voted upon without two weeks of written notice to all members.

BY-LAWS

ARTICLE I

Duties of Officers:

- a. **President.** The president shall preside at all meetings of the Association, shall be an ex officio member of all committees and shall perform all such duties as are incidental to the office of the President. The President speaks on behalf of the organization. S/he acts as spokesperson, under the direction of the Board of Directors, on issues and policies related to the profession and purposes of the association. The President calls meetings of the Executive Board as needed. The President with the Board of Directors is responsible for planning, implementing and evaluating both short-term and long-range objectives of the association. The president will serve as Virginia Education Media Association (VEMA) representative and attend VEMA board meetings.
- b. **President-Elect.** The President-Elect shall serve as chairperson for all ASLFC sponsored programs which include the Principals and Librarians Dinner, Nibbles and A Book, and the Spring Tea. S/he arranges for speakers and facilities and coordinates with the Board of Directors. All programs will be discussed and approved by the Executive Board. S/he shall represent the organization at CCPTA executive meetings. In the absence of the President, the President-Elect shall exercise all the functions of the President.
- c. **Secretary.** The Secretary shall have charge of all minutes, keep such records and make such reports as are appropriate to the office. Minutes of each meeting will be approved by the Board at their next scheduled meeting. At the end of the school year, a full set of recorded minutes shall be sent to the historian to be placed in the ASLFC history files.
- d. **Treasurer.** The Treasurer shall keep accurate accounts of all income and expenses. The Treasurer with the Executive Board shall prepare an annual budget to be approved by the membership. S/he shall prepare an annual financial report; shall keep all accounts open for inspection by any member of the organization, and shall make no loans to officers or agents. The Treasurer and President have the authority to disburse funds. If the amount of dues collected for one membership year should ever equal or exceed \$5,000.00, the Treasurer shall be bonded.

ARTICLE II

Committees:

The standing committees are Membership, Scholarship, Election, Historian, Web Page Curator, Sunshine Coordinator, FEA Representative.

- a. **Membership.** Prepares membership forms and arranges for collection of dues at the Fall In-service. Maintains membership lists for active, honorary and retiree/friends. Informs Board of Directors and VEMA

secretary of active membership by December 1. Coordinates with retiree group upon request.

- b. Scholarship. Makes arrangements for a form to be made available on the ASLFC web page for those wishing to enter the drawing for the scholarship to attend a professional conference. The drawing will be held at the annual Spring Tea, and recipients must notify the Scholarship Committee Chair no later than October 1 of conference plans. An unannounced alternate name will be drawn in case one of the recipients chooses not to utilize the scholarship.
- c. Election. Seeks out candidates for office and prepares a slate of candidates by April 1. The elections will be conducted through email or pony. Tabulates results and announces election results at the annual Spring Tea.
- d. Historian. Takes pictures at ASLFC functions and maintains a collection of pictures and other items of historical interest. S/he maintains a file of past ASLFC information.
- e. Web Page Curator. Designs and maintains the ASLFC web page.
- f. "Sunshine" Coordinator. Sends cards/flowers on behalf of ASLFC to those designated by the President as in need of TLC from ASLFC.
- g. FEA Representative. Attends FEA meetings and reports back to ASLFC.

ARTICLE III

Election of Officers:

- a. Voting shall take place by ballot distributed through email or pony prior to the annual Spring Tea. Prior to the election each member shall have had the right to vote in said election. The election committee shall coordinate and administer the election.
- b. The terms of office shall be as follows: The President and President-Elect shall serve for one year; the Secretary and Treasurer shall serve for two years and are elected in alternate years to provide continuity of service. The President shall serve for one year and then serve as advisor to the new President for one more year.
- c. In case of the resignation of an officer or a vacancy in any of the offices, the Board of Directors shall appoint a member to fill the vacancy until such time as the regular election is held.

ARTICLE IV

Ethical responsibilities:

The officers and agents of the organization, their sponsors, minor children, parents or other relatives shall be prohibited from participating in businesses or having financial interests that conflict with their fiduciary obligation to the organization.

ARTICLE V

Disciplinary action:

Any member of the Board of Directors can be dismissed for excessive absences or nonperformance of duties after notification, in writing, by the Board that s/he will be automatically dropped from the Board unless s/he establishes, in person or in writing by the next scheduled meeting, good cause for such absences or nonperformance of duties. The Board, in each case, shall pass upon such good cause at that meeting, and decide by majority vote if the delinquent Board member shall be restored to the rolls of the Board. Within seven days of the date of such action by the Board, the delinquent member shall be notified in writing of the action taken. If such action is the termination of an officer or committee chairperson, the position will be filled in accordance with Article IIIc of the By-Laws.