

Governing Documents  
Constitution and Bylaws

Missouri Association of School Librarians

# Constitution of Missouri Association of School Librarians

## Article I

### **Name**

The name of this organization shall be Missouri Association of School Librarians (MASL). Hereafter the organization will be referred to as the Association.

## Article II

### **Purposes**

The purposes of the Association shall be:

- a) To advocate for access to school library media center services and resources for Missouri's children.
- b) To develop collaborative relationships with stakeholders in the educational community.
- c) To enable the use of information technologies in Missouri schools.
- d) To provide opportunities for continuing professional education focusing on exemplary practices in school library media centers.
- e) To recognize significant contributions to the profession and to the improvement of school library media programs in Missouri.

## Article III

### **Membership**

The membership of the Association shall not be limited in number and shall be open to any individual or corporation interested in promoting the purposes of the Association upon payment of the prescribed dues.

## Article IV

### **Officers**

Section 1 **Officers.** The officers of the Association shall be a President, a First Vice-President/President Elect (hereafter referred to as the First Vice-President), a Second Vice-President, a Secretary, a Treasurer, a Past President, and an American Association of School Librarians (AASL) Affiliate Assembly Delegate.

Section 2 **Duties.** Officers shall perform the duties prescribed in the Bylaws, Policies and Procedures, and by the parliamentary authority adopted by the organization.

Section 3 **Elections.** Officers shall be elected in accordance with the procedures established in the Bylaws. No member shall hold more than one elected office at a time.

## Article V

### **Board of Directors**

- Section 1 **Voting Members.** The Officers of the Association and the Region Affiliate Directors, as designated in the Bylaws, shall constitute the voting members of the Board of Directors (hereafter referred to as the Board). There shall be one Region Affiliate Director from each MASL Affiliate Region.
- Section 2 **Non-Voting Members.** Committee Chairs shall serve as non-voting members of the Board. A representative of the Missouri State Library, a representative of Missouri's Department of Elementary and Secondary Education (DESE), a representative of Epsilon Beta, and a representative of the Missouri Library Association (MLA) shall be permanent non-voting members of the Board.
- Section 3 **Duties.** The Board shall have general supervision of the affairs of the Association between its annual meetings, make recommendations to the Association and perform such other duties as are specified in the Bylaws and Policies and Procedures. The Board shall be subject to the orders of the Association and none of its acts shall conflict with an action taken by the Association.
- Section 4 **Adoption of Policies and Procedures.** The Board has authority to adopt Policies and Procedures for Officers, the Board, the Council, and Committees for the overall efficient operation of the Association. Adoption of Policies and Procedures requires that at least thirty (30) days written notice be given to all Officers and Board Members of proposed adoption and revisions, with a copy of proposed Policies and Procedures. Policies and Procedures shall not conflict with provisions of the Constitution or Bylaws, but may provide additional guidance and direction in accordance with the Constitution and Bylaws.
- Section 5 **Meetings.** Regular meetings of the Board shall be set by action of the Board. Special meetings of the Board may be called by the President and shall be called upon the written request of at least ten percent (10%) of the Board membership filed with the Secretary and President. A majority of the total Board membership, excluding vacancies, shall constitute a quorum.

## **Article VI**

### **Executive Council**

- Section 1 **Composition.** The President, First Vice-President, Second Vice-President, Secretary, Treasurer, Past President, AASL Affiliate Assembly Delegate and two (2) sitting Directors appointed by the President and approved by Board members shall constitute the Executive Council (hereafter referred to as the Council).
- Section 2 **Duties.** The Council shall have general supervision of the affairs of the Association between meetings of the Board, make recommendations to the Board and perform such other duties as are specified in the Bylaws and Policies and Procedures. The Council shall be subject to the orders of the Board and none of its acts shall conflict with an action taken by the Association or the Board.

Section 3 **Meetings.** Regular meetings of the Council shall be set by action of the Council. Special meetings of the Council may be called by the President and shall be called upon the written request of at least three (3) members of the Council filed with the Secretary and President.

#### **Article VII**

#### **Association Meetings**

Section 1 **Annual Meeting.** The Association shall hold an annual meeting during MASL Spring Conference.

Section 2 **Special Meetings.** Special meetings of the Association may be called by a two-thirds vote of either the Council or the Board. The purpose of the meeting shall be stated in the call.

Section 3 **Quorum.** Twenty-five percent (25%) of the Association members having access to attend an annual or special meeting shall constitute a quorum.

Section 4 **Participation.** Association members attending the annual meeting or any special meeting of the Association shall be entitled to debating and voting privileges.

#### **Article VIII**

#### **Committees**

Section 1 **Standing Committees.** The Association shall establish Standing Committees as specified in the Bylaws.

Section 2 **Special Committees.** The Association may establish Special Committees as deemed necessary.

## **Article IX**

### **Affiliation**

Section 1     **Association Affiliation.** The Association shall be an affiliate of the American Association of School Librarians (AASL).

Section 2     **Region Affiliate.** An organization of individuals involved in school library media services on a local or regional level in the state of Missouri may seek affiliate status with the Association and, upon approval by the Board, shall be known as a Region Affiliate.

## **Article X**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's 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 the Constitution, the Bylaws and any special rules of order the Association may adopt.

## **Article XI**

### **Amendment of the Constitution**

The Constitution may be amended by a two-thirds vote of the members present and voting at any duly called business meeting of the Association, provided the proposed amendment has been presented to the Board of Directors in writing no less than sixty (60) days prior to the business meeting at which the amendment is to be acted upon, and written notification sent to each member of the Association no less than thirty (30) days prior to the meeting. Decisions by the membership may also be taken through mail or electronic means, as determined by the Board.

*Adopted 3/25/19  
Effective 7/1/19*

**Article I**  
**Membership**

- Section 1     **Membership Year.** The membership year shall be from July 1 to June 30.
- Section 2     **Levels of Dues.** Membership dues shall be set by a majority vote at the annual meeting or a special called meeting. There may be different levels of dues for individual members, retired members, students, first time members, and/or corporate members. Past Presidents of MASL are granted Lifetime Memberships with payment of dues waived.
- Section 3     **Failure to Pay Dues.** Failure to pay dues by October 1 shall result in the loss of membership. Payment of dues shall reinstate membership for the remainder of the current membership year.

**Article II**  
**Officers**

- Section 1     **President.** The First Vice-President shall succeed to the office of President at the close of the President's term, or upon the death, resignation, or removal of the President. The President shall be a member of the American Library Association (ALA) and the American Association of School Librarians (AASL), and shall perform all duties set forth in the MASL Policies and Procedures for this office.
- Section 2     **First Vice-President.** The Second Vice-President shall succeed to the office of First Vice-President at the close of the First Vice-President's term, or upon the death, resignation or removal of the First Vice-President. The First Vice-President shall be a member of the American Library Association (ALA) and the American Association of School Librarians (AASL), and shall perform all duties set forth in the MASL Policies and Procedures for this office.
- Section 3     **Second Vice-President.** The Second-Vice President shall be elected at the annual meeting. The Second Vice-President shall be a member of the American Library Association (ALA) and the American Association of School Librarians (AASL), and shall perform all duties set forth in the MASL Policies and Procedures for this office.
- Section 4     **Secretary.** The Secretary shall be elected at the annual meeting and shall perform all duties set forth in the MASL Policies and Procedures for this office.
- Section 5     **Treasurer.** The Treasurer shall be elected at the annual meeting and perform all duties set forth in the MASL Policies and Procedures for this office.
- Section 6     **Past-President.** The President shall succeed to the office of Past-President at the close of the President's term and shall perform all duties set forth in the MASL Policies and Procedures for this office.

Section 7 **AASL Affiliate Assembly Delegate.** The AASL Affiliate Assembly Delegate shall be elected at the annual meeting every other year. The Delegate shall be a member of the American Library Association (ALA) and the American Association of School Librarians (AASL), and shall perform all duties set forth in the MASL Policies and Procedures for this office.

Section 8 **Term of Office.**

- a. Term of office for President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Past President shall be one year or until a successor is elected. The term of office shall be from July 1 to June 30.
- b. Term of office for the AASL Affiliate Assembly Delegate shall be two years or until a successor is elected. The term of office shall be from July 1 to June 30.
- c. No MASL Officer may serve more than two consecutive terms in the same elected office after which a one-year hiatus must be taken. However, the filling of a vacant term for less than twelve (12) months shall not be considered a term for purposes of term limits.

Section 9 **Vacancies.** A vacancy in the office of Second Vice-President, Secretary, Treasurer, Past President, or AASL Affiliate Assembly Delegate shall be filled by the Board upon recommendation by the President. Persons elected by the Board to fill vacancies shall serve out the remainder of the term.

### **Article III**

#### **Region Affiliate Directors**

Section 1 **Election.** Each Region Affiliate Director shall be elected by the Region Affiliate. Notification of the person elected as the Region Affiliate Director shall be given to the President no later than July 1.

Section 2 **Role.** Region Affiliate Directors shall serve as voting members of the MASL Board, according to their Region's by-laws. Region Affiliate Directors shall serve as liaisons between the Board and Region Affiliates.

Section 3 **Term of Office.** The MASL term of office shall be July 1 to June 30. It is suggested that Region Affiliate Directors serve up to four (4) consecutive years, after which a one-year hiatus is recommended.

Section 4 **Vacancies.** A vacancy of a Region Affiliate Director shall be filled by that Region Affiliate electing a new Director to serve out the remaining term. If the Region Affiliate has not elected a Director to fill the vacancy and so notified the Secretary within thirty (30) days of the occurrence of the vacancy, the Board shall elect a member from the Region Affiliate to fill the vacancy upon recommendation by the President.

### **Article IV**

#### **Nominations and Elections**

Section 1 **Nominations Committee.** The Past-President shall submit to the Board five (5) nominees to serve on the Nominations Committee by the first Board of Directors meeting of the term. No more than one (1) nominee may be from a single Region Affiliate.

Section 2 **Officer Nominations.** The Nominations Committee shall annually present a slate of officers for Second Vice-President, Secretary and Treasurer, and AASL Affiliate Assembly Delegate biennially. The slate shall be presented by November 1 and publicized to the Association membership. Nomination by petition may also be made from the general membership.

Section 3 **Member Seeking Nomination.** A petition, signed by a minimum of twenty-five current members of the Association, accompanied by written consent from the nominee, and received by the Nominations Committee by February 1, shall qualify a member for nomination to the office of Second Vice-President, Secretary, Treasurer, or AASL Affiliate Assembly Delegate (in years of their election).

Section 4 **Tellers Committee.** Each year in which a nomination is made by petition for an office, the President, with the approval of the Council, shall appoint a Tellers Committee of three members, designating one as Chair. The Tellers Committee shall conduct the election of the officers of the Association for those positions for which a nomination by petition has been made. Each Teller shall be a current member of the Association, not serving the Association in any elective or appointive position, and not a nominee for an office for which the election is being held.

Section 5 **Ballot.** The Tellers Committee shall prepare the official ballot listing the Committee nominee for each position first followed by nominee(s) made by petition in last name alphabetical order. In years where there is more than one candidate for any office, ballots will be distributed by March 1 to all members of the Association. Ballots will only be for those positions for which there is more than one candidate. Only ballots received by March 10 will be counted.

Section 6 **Election.** The conduct of the election shall be in accordance with rules established in the Policies and Procedures. Positions for which no nomination by petition is made shall be acted upon at the annual meeting.

## **Article V** **Committees**

Section 1 **Standing Committees.** There shall be the following Standing Committees as determined by the Board:

- a. Advocacy
- b. Finance
- c. Governance
- d. New Members
- e. Nominations
- f. Professional Education



- g. Public Relations
- h. Readers Award
  - i. Gateway
  - ii. Mark Twain
  - iii. Show-Me
  - iv. Truman
- i. Scholarships, Grants & Recognitions
- j. Spring Conference

Section 2 **Committee Members.** Members of all Committees must be MASL members in good standing with payment of dues current. All Committee members shall be confirmed by the Board. Committee members shall be appointed based on guidelines as set forth in the Policies and Procedures. The number of members on each Committee, including the Chair, shall be no less than five (5) and will not exceed the number of active MASL regions. No Committee shall have more than two (2) members from a single Region Affiliate.

- a. **Spring Conference Committee:** Committee membership shall be composed of the number of persons necessary to plan and oversee a successful Spring Conference with no more than twenty-five (25) members, including its Chair(s).

Section 3 **Committee Chairs.** Committee Chairs shall be appointed by the President and become non-voting members of the Board with the following exceptions:

- a. **Advocacy Committee:** The Committee Vice-Chair shall succeed to the office of Chair.
- b. **Finance Committee:** The First Vice-President and Treasurer shall serve as Co-Chairs;
- c. **Nominations Committee:** The Past President shall serve as Chair;
- d. **Professional Education Committee:** The AASL Affiliate Assembly Delegate and Past President shall serve as Co-Chairs.
- e. **Readers Awards Committees:** The respective Committee Vice-Chairs shall succeed to the office of Chair.
- f. **Spring Conference Committee:** Two Conference Co-Chairs selected in the spring prior to the previous year's Spring Conference by the Second Vice-President.

Section 4 **Term Limits.** Committee Chairs and Committee members may serve up to five (5) consecutive years in a particular Board or Committee position. A one-year hiatus must be taken before fulfilling the same committee role. However, the filling of a vacant term for less than twelve (12) months shall not be considered a term for purposes of term limits.

- a. **Spring Conference Committee:** Justification must be presented to the Board at the time of committee approval for any position that exceeds these term limits.

Section 5 **Duties.** Committees shall have the general duties hereafter set forth:

- a. **\_\_\_Advocacy:** The Committee shall have responsibility for enlarging the populus of school library supporters, creating school library advocates such as legislators, DESE, PTA/PTO, local school boards, teachers, and Missouri school librarians, and other duties established in the Policies and Procedures for the Committee.

- b. **Finance:** The Committee shall have responsibility for preparing the annual budget for presentation to the Association in consultation with the First Vice-President, general oversight of financial operations, and other duties established in the Policies and Procedures for the Committee.
- c. **Governance:** The Committee shall have responsibility for reviewing the governing documents, making recommendations for amendments and revisions, updating the Policies and Procedures, and other duties established in the Policies and Procedures for the Committee.
- d. **New Members:** The Committee shall have the responsibility of recruiting school librarians to become members of the Association and communicating with these new members regarding the benefits of active membership within the Association, and other duties established in the Policies and Procedures for the Committee.
- e. **Nominations:** The Committee shall have responsibility for the nomination of elected officers, and other duties established in the Policies and Procedures for the Committee.
- f. **Professional Education:** The Committee shall have responsibility for the development and oversight of professional education programs, and other duties established in the Policies and Procedures for the Committee. The AASL Affiliate Assembly Delegate, who serves as Co-Chair of the Professional Education Committee, shall assist with all matters related to Intellectual Freedom and challenged materials. The Second Vice-President, who serves as an Ex-Officio member of the Committee, shall have responsibility for Fall PD Day.
- g. **Public Relations:** The Committee shall have responsibility for the public relations and publicity program, and other duties established in the Policies and Procedures for the Committee.
- h. **Readers Awards:** These Committees (Gateway, Mark Twain, Show-Me, and Truman) shall have responsibility for the coordination and administration of the Readers Award, and other duties established in the Policies and Procedures for the Committee.
- i. **Scholarships, Grants and Recognitions:** The Committee shall have responsibility for administering the Association's program of Awards, Grants and Recognitions, and other duties established in the Policies and Procedures for the Committee.
- j. **Spring Conference:** The Committee shall have responsibility for planning and overseeing the annual Spring Conference, and other duties established in the Policies and Procedures for the Committee.

Section 6 **Special Committees.** Special Committees may be created by action of the Board. These Committees shall have a limited purpose and shall cease to exist when the purpose is accomplished or by action of the Board. The Chair(s) of any Special Committee shall be named by the President.

Section 7 **Referral to Committees.** Items of business brought before the annual meeting, the Board, or the Council shall be referred to the appropriate Committee for action who will report back to the entity making the referral.

## **Article VI**

### **Procedures on Motions and Resolutions**

Section 1 **Committee Motions.** Motions or Resolutions from Committees for action by the Association shall be handled under the following procedures:

- a. **Action by the Council:** The Motion or Resolution shall be presented to the Council for its review. The Council shall indicate its recommendation of a vote for, against, no position or proposed amendment. The Motion or Resolution shall be passed to the Board for its review, with the action taken by the Council so noted.
- b. **Action by the Board:** The Board shall review the Motion or Resolution and indicate its recommendation of a vote for, against, no position or proposed amendment and position for, against or no position on any proposed Council amendment. The Motion or Resolution shall be passed to the Association for its action with the actions of the Council and Board so noted.
- c. Any action by the Council or Board shall not serve as a veto or other means to prevent the Committee Motion or Resolution from being reported to the Association for its action.

Section 2 **Council Motions.** Motions or Resolutions from the Council for action by the Association shall be presented to the Board for its review. The Board shall review the Motion or Resolution and indicate its recommendation of a vote for, against or proposed amendment. The Motion or Resolution shall be passed to the Association for its action with the actions of the Board so noted. Any action by the Board shall not serve as a veto or other means to prevent the Council Motion or Resolution from being reported to the Association for its action.

## **Article VII**

### **Region Affiliates**

Section 1 The current Region Affiliates map exists in the MASL Policies and Procedures.

Section 2 Region Affiliates shall annually provide documentation to the Association Management of their region's officers.

## **Article VIII**

### **Official Depository**

Prior to electronic preservation, the Western Historical Manuscript Collection on the campus of the University of Missouri was the depository of the official record of the Association.

## **Article IX**

### **Amendment of the Bylaws**

The Bylaws may be amended by a majority vote of the members present and voting at any duly called business meeting of the Association, provided the proposed amendment has

been presented to the Board of Directors in writing no less than sixty (60) days prior to the business meeting at which the amendment is to be acted upon, and written notification sent to each member of the Association no less than thirty (30) days prior to the meeting.

*Adopted 3/25/19*  
*Effective 7/1/19*