

**CASL: CONNECTICUT ASSOCIATION OF SCHOOL LIBRARIANS  
CONSTITUTION AND BY-LAWS**  
(as amended through Spring, 2007)

**ARTICLE I: NAME**

The name of the association shall be CASL, Inc.

**ARTICLE II: PURPOSE**

The purpose of the Association is to provide leadership in

1. defining, interpreting, and promoting to the general public educational library media programs in Connecticut;
2. serving as a cooperative agency bringing together the profession, the State Department of Education, regional associations, national associations, and the general public concerned about and interested in educational library media programs, and
3. encouraging professional development of media personnel and the instruction of the general public.

The Association is organized exclusively for educational and charitable purposes, no part of the net earnings of which shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation,; and which does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office. Upon dissolution, all assets, after paying or making provision for the payment of all the liabilities of the corporation, shall be distributed to an organization or organizations exempt under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**ARTICLE III: MEMBERSHIP**

Anyone working with and/or interested in educational library media programs may, upon payment of annual dues, become a member.

The Board of Directors may suspend a member for cause after hearing by a 2/3 vote of the members of the Board of Directors, and may reinstate a member by a 3/4 vote of the members of the Board of Directors.

All persons elected or appointed to CASL offices and team positions shall be active members of CASL. Persons not renewing membership by November 1 shall be dropped and their positions considered vacant.

In selecting candidates for offices and members of teams, due consideration shall be given to obtain adequate representation from all parts of the state and from all levels of education.

**ARTICLE IV: DIVISIONS**

Divisions of the Association may be organized and supported as provided for in the By-Laws.

**ARTICLE V: OFFICERS AND THEIR ELECTIONS**

Officers shall be members of the Association in good standing. They shall be President, a Vice-President, a Vice-President Intern, a Recording Secretary, and a Treasurer. They shall be elected as provided for in the By-Laws.

**ARTICLE VI: BOARD OF DIRECTORS**

The Board of Directors shall be the governing body of the Association. Its function shall be to carry on the business of the Association between membership meetings. All meetings of the Board of Directors, except their executive sessions, shall be open to all members. Voting privileges at Board of Directors meeting shall be restricted to Board members. Members of the Association may be recognized by the President to ask questions or to make statements. The Board of Directors shall consist of the officers and voting Board members

## **ARTICLE VII: EXECUTIVE TEAM OF BOARD OF DIRECTORS**

The Executive Team shall be composed of the following Board members: President, Vice President, Vice-President Intern, Recording Secretary, Treasurer, the Immediate Past President, representative of the State Department of Education, Finance Director and Constitution and By-Laws Director. The Vice-President Intern assists the Vice-President. The Immediate Past President advises the Board on past practices. The representative of the State Department of Education acts as a liaison between the Board and the State Department of Education. The Finance Director works with the Treasurer to prepare the annual budget. The Constitution and By-Laws Director coordinates Constitution and By-Laws initiatives. They shall serve as an executive body in all matters delegated to it by the Board of Directors

## **ARTICLE VIII: MEETINGS**

Meetings shall be as provided for in the By-Laws.

## **ARTICLE IX: AMENDMENTS**

Proposed amendments to the Constitution and/or By-Laws may be submitted by any member to the Constitution and By-Laws Committee. Proposed amendments, approved by both the Committee and the Board of Directors shall be submitted in writing to the membership not less than 30 days prior to the date of a meeting to consider the amendment, or of the taking of a mail ballot to consider amendment. A 2/3 majority of those voting and in attendance at a meeting or responding by the mail ballot shall be required to vote.

A proposed amendment, including its effective date, may be submitted to the Board of Directors by petition signed by 10 members. Following approval by the Board of Directors, this proposed amendment shall be submitted in writing to the members as prescribed above.

## **BY-LAWS**

### **ARTICLE I: MEMBERSHIP DUES**

Annual dues shall be determined by the Board of Directors. The membership, service, and fiscal year shall be July 1 through June 30. Persons not renewing membership by November 1 shall be dropped from the mailing list. Elected or appointed persons not renewing membership by November 1 shall be dropped and their positions considered vacant.

### **ARTICLE II: MEETINGS**

**Annual Meeting**--There shall be an annual meeting of the membership at such place and time as may be determined by the Board of Directors. Five percent of the membership shall constitute a quorum, and, except for amendments, a majority of those voting shall be required to carry the vote.

**Special Meetings**--Special meetings shall be called by the Board of Directors and shall be called by the President on request of not less than 5 percent of the members as of the previous July 1. Advance notice of at least 30 days shall be given, and only the business specified in the call shall be transacted. Five percent of the membership shall constitute a quorum, and except for amendments, a majority of those voting shall be required to carry the vote.

**Regional Meetings**--The Board of Directors may arrange for Regional Meetings within Connecticut. These meetings may not transact any legal action for the Association.

**Votes by Mail**--Votes by mail may be authorized by the Board of Directors between membership meetings. The Board of Directors shall have authority to set the time limit during which votes will be recorded, a period of not less than 30 days. Except for amendments, a majority of those voting shall be required to carry the vote.

**Board of Directors Meetings**--The Board of Directors shall convene at the discretion of the President, but not less than five times annually. A Board of Directors meeting must be convened upon the written request to the President of 20 percent of the members of the board.

### **ARTICLE III: NOMINATION, ELECTIONS AND SUCCESSION**

The Nominating Committee shall consist of four members. The immediate Past President shall serve as chairperson of the committee. Two of the members shall be appointed each year by the President to serve for a term of two years. The Nominating Committee shall introduce a single slate of intended nominees to the membership at a general membership meeting, usually the Annual Conference.. Any group of at least 10 percent of the active membership in good standing may petition the Nominating Committee for consideration by the voting membership of additional

eligible candidates for any offices. The names so submitted, by February 15, shall be added by the Nominating Committee to the official March slate.

The Nominating Committee shall present, during March, a single slate of officers for President, Vice-President, Recording Secretary, and Treasurer, with provision for write-in candidates for each position. Candidates for the offices of President and Vice President should have demonstrated previous effective CASL Board of Directors or comparable experience. (In the event that additional candidates are prescribed by petition, these names also shall be added to the official ballot.) No one shall be nominated who has not consented to stand for election and to serve if elected. The name of a member of the Nominating Committee may not appear on any slate of nominations.

The election shall be held in May, the date being set by the Board of Directors. The election of new officers shall be accomplished through electronic ballot, or print ballot upon request, sent to members at least two weeks in advance of the election deadline. To be valid, ballots must be received by midnight of the election deadline. The candidate with the most votes shall be elected. In case of a tie vote, the Executive Team shall elect one from those who share the tie.

All elected officers shall serve one year from June 1 to May 31 and may be reelected.

In the event that an officer other than President must be replaced before completing the term of office, the President shall direct the Nominating Committee to nominate a replacement for the unexpired term. If approved by a majority vote of the Board of Directors, the replacement shall be considered elected to fill the unexpired term.

In the event that the President's office becomes vacant, the Vice President shall assume the duties of the President.

#### **ARTICLE IV: DUTIES OF OFFICERS**

Duties of officers shall include, among others, the following:

**President**-- The President shall create and distribute an agenda for all meetings of the membership and the Board of Directors. The President shall preside at all meetings of the membership and the Board of Directors and shall carry out the instructions of the Board of Directors. It shall be the duty of the President to appoint Board members and instruct them in matters pertaining to their respective responsibilities, and to turn over to the incoming President all files relating to official plans and activities. If invited, the President shall serve, or appoint an alternate to serve, on the Executive Board of other professional organizations.

**Vice President**--The Vice President shall assist the President by carrying out a variety of duties assigned by the President such as representing CASL at conferences, workshops, state, regional, and/or national meetings as well as attendance at meetings of CASL teams. The Vice President shall assume the duties of the President in the absence of the latter.

**Recording Secretary**-- The Recording Secretary shall keep minutes of all meetings of the Board of Directors, the Executive Team, and Annual Meetings. A copy of the minutes of each meeting shall be distributed to members of the Board of Directors and posted on the members-only section of the web site after approval by the Board.

**Treasurer**-- The Treasurer shall keep a record of all receipts and expenditures, and make all approved disbursements, keep all funds in a depository approved by the Board of Directors, and prepare an annual financial statement as well as such additional reports as may be requested. The treasurer shall work with the Finance Director to prepare an annual budget. The annual financial statement for the fiscal year ending the previous June 30, as well as current financial status reports, and an Annual Budget shall be presented at the Annual Meeting. All disbursements shall bear the signatures of either the President or the Treasurer. The Treasurer shall be bonded.

#### **ARTICLE V: APPOINTED VOTING BOARD MEMBERS**

The President shall appoint Regional Representatives from each of the six geographical regions of Connecticut to be voting Board members. Identification with a region may either be by the appointee's place of residence or employment address. The President shall appoint voting Board members. Appointed voting Board members will serve on one or more of these teams: Community/Membership, Advocacy/Public Relations, Professional Development/Programming or Executive. The President shall assign members to teams and special projects as need arises.

## **ARTICLE VI: DUTIES OF THE TEAMS**

By June 1, each team, Community/Membership, Advocacy/Public Relations, Professional Development/Programming and Executive, shall submit to the President a written annual report.

The Community/Membership Team shall:

- Promote new and continuing memberships, determine membership eligibility, analyze fluctuations in membership, and provide the Administrative Secretary with the information needed to maintain membership records.
- Uphold the precepts of the School Library Bill of Rights and support and assist school library media specialists who are faced with censorship problems.
- Assess and recommend to the Board of Directors, or to the Executive Team, an appropriate response to situations involving professional rights or responsibilities which may be in question.
- Highlight a website created by a school library media specialist and notify their administrator.
- Encourage members to support the Governor's Summer Reading Plan
- Match experienced library media specialists with new members
- Encourage members to submit exemplary programs, policies and procedures to the webmaster for publication on the website
- Establish successful communication with university educational preparatory programs.
- Encourage collaboration and networking with professional associations that share our mission
- Develop, interpret and promote guidelines for certification
- Support exemplary school library media programs

The Advocacy/Public Relations Team shall

- Publicize school library media programs
- Recommend various annual award categories, criteria for selection of recipients, and the type of award to be presented. With the approval of the Board of Directors, the group shall publicize, actively seek, and select candidates for awards.
- Inform members regarding state and national legislation; make recommendations for action.
- Assist in the publication and distribution of the newsletter and other documents
- Provide the webmaster with articles about Connecticut media specialists who appear in the news
- Maintain the official website and list serv
- Publicize events
- Seek member input by electronic surveys

The Professional Development/Programming Team shall

- Plan and carry out activities to promote our mission
- Oversee and assist with the Annual Conference
- Oversee workshops, regional activities and events
- Administer Continuing Education Units
- Develop, interpret, and promote guidelines for school library media programs and professional growth.

The Executive Team shall

- Provide leadership and be responsive to the Board of Directors
- Review the Constitution and By-Laws and make recommendations to the Board of Directors for needed revisions.
- Develop and maintain policies and procedures
- Make budget recommendations
- Conduct an annual audit.

#### **ARTICLE VII: ADMINISTRATIVE SECRETARY**

There may be a paid Administrative Secretary to the Board of Directors whose salary and duties shall be those prescribed by the Board of Directors.

#### **ARTICLE VIII: DIVISIONS**

Divisions may be formed by petition of 15 Association members in good standing with the approval of the Board of Directors.

A Division shall represent a field of activity and responsibility clearly distinct from that of other Divisions. A Division shall be governed by the provision of the Constitution and By-Laws of the Association.

A Division shall have autonomy over and responsibility for the conduct of its own affairs, subject to the restrictions imposed by the By-Laws of the Association.

A Division shall elect its own officers, be guided by its own rules, limit its own membership, issue publications, and in general, carry on activities along the lines of its interests. No authority is granted any Division to commit the Association by any declaration of policy or to incur expenses on behalf of the Association without prior consent of the Board of Directors.

A Division shall submit to the President, at the time requested by the President, an annual report of its activities.

A Division may be discontinued when its membership drops below the required amount as stated in paragraph one above or no longer meets the above criteria.

#### **ARTICLE IX: CONTRACTS-EXCLUDING ANNUAL CONFERENCE CONTRACTS**

No contracts, excluding annual conference contracts, shall be signed by the President or other member of the Board of Directors which shall bind the Association beyond the fiscal year in which the contract is made above the amount of \$1000.00.

All contracts shall be reviewed and approved by the Board of Directors prior to execution. The affirmative vote to make a financial commitment of an amount over 1 percent of the annual budget, or to extend a financial commitment beyond the current fiscal year shall be made by no fewer than 2/3 of the total members of the Board of Directors.

#### **ARTICLE X: PROVISIONS FOR AFFILIATIONS**

Affiliations with other organizations shall be determined by the Board of Directors.

#### **ARTICLE XI: GIFTS**

The Association, through its Board of Directors, may accept gifts provided that, in its judgment, acceptance of these gifts does not prejudice the character and purpose of the Association.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order* (Rev.) in its latest edition, shall govern the Association in all cases to which it can be applied, and in which it is not inconsistent with the Constitution and By-Laws.