

CONNECTICUT ASSOCIATION OF SCHOOL LIBRARIANS (CASL) CONSTITUTION (Amended April 2019)

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. broadening the professional knowledge, understanding, and experience of its members;
2. promoting and advocating for school library media programs and standards in Connecticut to the general public;
3. serving as a cooperative agency bringing together the profession, the State Department of Education, regional associations, national associations, and the general public about school library media standards, programs, school librarians and school library systems;
4. encouraging professional development of school library personnel.
5. The Association is organized exclusively for educational and charitable purposes. No part of the net earnings of CASL shall inure to the benefit of any private shareholder or individual. No substantial part of the activities of CASL is carrying on propaganda, or otherwise attempting to influence legislation. CASL 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

1. Anyone working with and/or interested in school libraries (sometimes known as Learning Commons, Instructional Media Centers or Instructional Resource Centers) may, upon payment of annual dues, become a member.

2. 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.
3. All persons elected or appointed to any CASL office or team position shall be active members of CASL. Persons not renewing membership by November 1 shall be removed and their positions considered vacant.

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

ARTICLE V: 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.

1. The Board of Directors shall consist of the Officers and voting Board members.
2. Voting privileges at Board of Directors' meetings shall be restricted to Board members.
3. Members of the Association may be recognized by the President to ask questions or make statements.

ARTICLE VI: OFFICERS

1. Eligibility

Officers shall be members of the Association in good standing.

2. Positions

President, Vice-President, Vice-President Intern, Recording Secretary, and Treasurer.

- a. All officers shall be elected as provided for in the By-Laws, except the Vice-President Intern, which is appointed by the newly elected officers.
3. Term

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

4. Vacancies:

Vacancies shall be filled according to the CASL Bylaws.

ARTICLE VII: EXECUTIVE TEAM OF BOARD OF DIRECTORS

1. The Executive Team shall be composed of the following Board members: President, Vice President, Vice-President Intern, Recording Secretary, Treasurer, the Immediate Past President, a representative of the State Department of Education, Finance Director, and Constitution and By- Laws Director.
2. The Executive Team 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

1. Any CASL member may submit proposed changes to the Constitution in writing to the Constitution and By-Laws Committee.
2. Proposed changes to the Constitution, 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 changes, or of the taking of an electronic mail ballot to consider the changes.
3. A 2/3 majority of those voting and in attendance at a meeting or responding by electronic mail ballot shall be required to vote.
4. A proposed change, including its effective date, may be submitted to the Board of Directors by a petition signed by 10 members. Following approval by the Board of Directors, this proposed change to the Constitution shall be submitted in writing to the members as prescribed above.

BY-LAWS

ARTICLE I: MEMBERSHIP DUES

The Board of Directors shall determine annual dues. The membership term shall be from fall conference to fall conference. Persons not renewing membership by November 15 shall be removed from the mailing list.

ARTICLE II: MEETINGS

- A. **Annual Meeting**--There shall be an annual meeting of the membership. The Board of Directors may determine the time and place of such meeting. 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.
- B. **Special Meetings**--Special meetings may be called by the Board of Directors and may be called by the President on request of not less than 5 percent of the members as of the previous November 15. Advance notice of at least 30 days shall be given for special meetings, 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.
- C. **Regional Meetings**--The Board of Directors may arrange for Regional Meetings within Connecticut. These meetings may not transact any legal action for the Association.
- D. **Board of Directors Meetings**--The Board of Directors shall convene at the discretion of the President, but not less than five times annually. Upon receipt of a written request for a Board of Directors meeting submitted by 20 percent of the members of the Board of Directors, the President must convene a Board of Directors meeting.
- E. **Electronic Mail**--The Board of Directors may authorize votes by electronic mail between membership meetings. The Board of Directors shall have authority to set the time limit during which votes will be recorded as a period of not less than 15 days. Except for amendments, a majority of those voting shall be required to carry the vote.

ARTICLE III: NOMINATION, ELECTIONS, AND SUCCESSION

- A. The Nominating Committee shall consist of three to five members. The

immediate Past President shall serve as chairperson of the committee. Members shall be appointed each year by the President to serve for a term of two years.

- B. 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. These names must be submitted by February 15, and shall be added by the Nominating Committee to the official March slate.
- C. The Nominating Committee shall present a single slate of officers for President, Vice- President, Recording Secretary, and Treasurer to the Board of Directors in March, with provision for write-in candidates for each position.
 - a. 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.)
 - b. No one shall be nominated who has not consented to stand for election and to serve if elected.
 - c. The name of a member of the Nominating Committee may not appear on any slate of nominations.
- D. The Nominating Committee shall introduce a single slate of intended nominees to the membership at a general membership meeting.
- E. Elections
 - a. The election shall be held in May, the date being set by the Board of Directors.
 - b. The election of new officers shall be accomplished through electronic ballot, sent to members at least two weeks in advance of the election deadline.
 - c. To be valid, ballots must be received by midnight of the election deadline.
 - d. 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.
 - e. All elected officers shall serve one year from June 1 to May 31 and may be reelected.
- F. Vacancies:
 - a. 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.
- b. In the event that the President's office becomes vacant, the Vice President shall assume the duties of the President.

ARTICLE IV: DUTIES OF the EXECUTIVE BOARD

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

- A. **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.
- B. **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.
- C. **Recording Secretary**-- The Recording Secretary shall keep the 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.
- D. **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 statements as well as such additional reports as may be requested. The treasurer shall work with the Board 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. Works with Accountant to file taxes.
- E. **Vice-President Intern** assists the Vice-President.
- F. **Immediate Past President** advises the Board on past practices.

- G. **State Department of Education Representative** acts as a liaison between the Board and the State Department of Education.
- H. **Constitution and By-Laws Director** coordinates the Constitution and By-Laws initiatives.

ARTICLE V: APPOINTED VOTING BOARD MEMBERS

- A. Regional Representatives: 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.
- B. Board Members: 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 a written annual report to the President.

- A. **The Community/Membership Team** shall:
 - a. Reach out to new members with an invitation to CASL events such as board meetings, materials describing benefits of membership and ways for new members to tie into the organization (such as Twitter chats, Facebook page, online discussions, subscription directions for CASL-L).
 - b. Promote new and continuing memberships determine membership eligibility, analyze fluctuations in membership, and Committee designee will monitor and update the information in CASL records as needed to maintain membership records.
 - c. Encourage members to submit exemplary programs, policies and procedures to the Board for publication on the website and Highlight a professional development session, a conference session or media a program held by a member school library media specialist and post on our website and social media.
 - d. Encourage members to participate in recreational reading programs

such as the Nutmeg Children's Book Award, the Governor's Summer Reading Program, and Global Read Aloud.

- e. Inform members about "Mentoring Matters" program and oversee matching experienced library media specialists with new members.
- f. Establish and maintain successful communication with ARC – LMS and university educational preparatory programs.
- g. Encourage collaboration and networking with professional associations that share our mission CECA, CT Literacy Association, CRA, CT Library Association, Ed-Camp.
- h. Support and inform members and the public about AASL Standards, Standards for Exemplary Programs and need for Certified Professional Librarians.
- i. Support and inform members about exemplary school library media programs.

B. The Advocacy/Public Relations Team shall:

- a. Publicize Connecticut school library media programs to the public via press releases and CASL social media accounts.
- b. 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.
- c. Inform members regarding state and national legislation; make recommendations for action.
- d. Uphold the precepts of the School Library Bill of Rights and support and assist school library media specialists who are faced with book challenges.
- e. 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.
- f. In conjunction with the membership team, maintain the official media presence of the organization by use of traditional media as well as web tools such as Facebook, Discussion Forums, discussion lists such as the CASL-L, the official website and newsletters.
- g. Publicize events.
- h. Actively Seek member input in conjunction with the membership team.
- i. In conjunction with the Professional Development/Programming

team, advocate for and support ongoing professional learning.

C. The **Professional Development/Programming Team** shall

- a. Plan and carry out activities to promote our mission.
- b. Oversee and assist with the annual conference.
- c. Oversee workshops, regional activities and events.
- d. Collaborate with other state organizations to organize and host events that support our mission such as regional roundtables, workshops, or electronic discussions.
- e. Develop and/or provide links to professional learning information on our website.
- f. Ensure that materials from workshops and/or conference sessions are posted on our website.
- g. Provide support for members of professional learning communities.
- h. Promote Standards for school library media programs and professional growth.

D. The **Executive Team** shall:

- a. Provide leadership and be responsive to the Board of Directors.
- b. Review the Constitution and By-Laws and make recommendations to the Board of Directors for needed revisions.
- c. Develop and maintain policies and procedures.
- d. Make budget recommendations.
- e. 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, an annual report of its activities when requested by the President.

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

The President or other member of the Board of Directors shall not sign any contracts above the amount of \$1000.00, which bind the Association beyond the fiscal year in which the contract is made, with the exception of annual conference contracts. 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 less than 2/3 of the total members of the Board of Directors.

ARTICLE X: PROVISIONS FOR AFFILIATIONS

The Board of Directors shall determine affiliations with other organizations.

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.

ARTICLE XIII: Amendments

- A. Any CASL member may submit proposed changes to the By-laws, in writing to the By-Laws to the Constitution and By-Laws Committee.
- B. 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 an electronic mail ballot to consider the amendment.
- C. A 2/3 majority of those voting and in attendance at a meeting or responding by electronic mail ballot shall be required to vote.
- D. 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.