



NEW JERSEY LIBRARY TRUSTEE ASSOCIATION
BYLAWS (REVISED)

ARTICLE

1.0 **NAME**

This corporation shall be called the New Jersey Library Trustee Association. This Association is incorporated in the State of New Jersey as a non-profit organization pursuant to N.J.R.S. 15A.

2.0 **PURPOSES**

- 2.1 To afford Library Trustees the opportunity of working together for the purpose of promoting library working in general.
- 2.2 To develop libraries and library service in New Jersey.
- 2.3 To stimulate Trustees in becoming more effective their functions as formulators of library policies.
- 2.4 To act as advocates and strengthen the link between libraries and the general public.
- 2.5 To provide Library Trustees with the opportunity to exchange ideas on library administration.
- 2.6 To clarify information on the differences between the duties and responsibilities of the Trustees as contrasted with those of the library staff.
- 2.7 To inform the public of the conditions, services and need for the support of libraries.
- 2.8 To develop unified action in the State on library matters through cooperation with and support for the programs of New Jersey State Library, New Jersey Library Association, the New Jersey Friends of Libraries Association, and other library organizations.
- 2.9 To develop contact and cooperation with the American Library Association.
- 2.10 To devote all monies accruing to the Association for these purposes.
- 2.11 In the event of any dissolution or liquidation of the Association, all assets of the Association, an organization exempt under Section 501(C) 3 of the Internal Revenue Code.

3.0 **MEMBERSHIP**

- 3.1 Any individual who has an interest in the purposes of the Association as stated in Article 2.0 is eligible to become a member of the Association upon payment of the prescribed dues.
- 3.2 The membership year will coincide with the calendar year.

4.0 **DUES**

- 4.1 The rate of dues shall be approved by the membership as recommended by the Executive Board at any special or regularly scheduled meeting of the Association.
- 4.2 The Treasurer shall cause to be mailed annually to Presidents, Boards of Trustees, and to the Library Director of public library, a statement of the annual dues for the ensuing year. Such dues shall be payable upon receipt of statement.

5.0 **OFFICERS**

- 5.1 The officers of the Association shall be the President, first vice-president, and Second Vice President, Secretary and Treasurer.
- 5.2 Terms of Office
 - 5.2.1 The terms of office of the President, First Vice President, and Second Vice President shall be two years. There shall be no limitation of the number of terms.
 - 5.2.2 The terms of office of the Secretary and of the Treasurer shall be for two years.

6.0 **EXECUTIVE BOARD**

- 6.1 The Executive Board shall be composed of the Association President, First Vice President, Second Vice President, Secretary, Treasurer and the Regional Delegates. All Past Presidents of the Association are ex-officio members of the Executive Board with the right to vote.
- 6.2 Regional Delegates shall be elected for a term of four years. There shall not be any limitations on the number of terms served by a Regional Delegate.
- 6.3 For the purposes of equitable representation on the Executive Board, the Association recognizes the division of New Jersey by the State Library into four regions as follows: Highlands Regional Library Cooperative: (Bergen, Hunterdon, Morris, Passaic, Somerset, Sussex, Warren). INFOLINK, Eastern New Jersey Regional Library Cooperative: (Essex, Hudson, Middlesex, Union). Central Jersey Regional Library Cooperative: (Mercer, Ocean, Monmouth). South Jersey Regional Library Cooperative: (Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem).
 - 6.3.1 Highlands and Infolink shall have four Regional Delegates each; Central Jersey and South Jersey shall have two Regional Delegates each.
- 6.4 An Executive Board member absent without cause from two consecutive executive Board meetings in one year may be removed from office by a majority vote of the Executive Board, a quorum being present.
- 6.5 The President, with the approval of the Executive Board, is empowered to fill a vacancy on the Executive Board until the next annual meeting of the Association at which time the said vacancy shall be filled by election for the unexpired term.
- 6.6 The Executive Board shall be empowered to act for the Association between meetings of the Association.

- 6.7 All members of the Executive Board shall serve without compensation; however, when conducting NJLTA business, members of the Executive board shall be reimbursed for mileage at the current Internal Revenue Service rate and for tolls.
- 6.8 The Executive Board may contract for service to facilitate the administrative work of the Association.

7.0 MEETINGS OF THE ASSOCIATION

- 7.1 There shall be two general meetings of the Association each year. The meetings shall be at such a time and place as the executive Board may determine. One meeting shall be in the spring and the other in the fall. The spring meeting shall be considered the annual meeting.
- 7.2 Other meetings of the Association may be called by the President, with the approval of the Executive Board, whenever necessary for the good of the Association.
- 7.3 In lieu of a special meeting of the Association, the Executive Board may solicit the opinion of the members on a specific subject of interest to the Association.
- 7.4 For regular or special meetings of the Association, a quorum shall consist of twenty-five members of the Association in good standing.
- 7.5 The meetings of the Association shall be conducted in accordance with Robert's Rules of Order, latest edition.
- 7.6 The Director of the State Library and the President of the New Jersey Library or their appointed representatives shall be regularly invited to Association meetings.

8.0 MEETING OF THE EXECUTIVE BOARD

- 8.1 The Executive Board shall hold a minimum of four meetings a year, scheduled by the President with the concurrence of the Executive Board. Said meetings shall be spaced as equally as possible throughout the year in addition to general or special meetings of the Association or the Executive Board.
 - 8.1.1. The sites of the Executive Board meetings shall be located as follows: One meeting in northern New Jersey, two meetings in central New Jersey, and one meeting in southern New Jersey. The Trenton/Princeton area shall be deemed the north/south center of New Jersey.
- 8.2 A special meeting of Executive Board may be called by the president or by a majority of the Executive Board, a quorum being present.
- 8.3 For meetings of the Executive Board, a quorum shall consist of five persons, two of whom must be officers.
- 8.4 The State Librarian and the President of the New Jersey Library Association, or their appointed representatives, shall be regularly invited to the Executive Board meetings.
- 8.5 The meetings of the Executive Board shall be conducted in accordance with Robert's Rules or Order, latest.

9.0 COMMITTEES

- 9.1 The President of the Association may appoint the following Standing Committees consisting of a Chairperson and no less than two other members, as necessary, to serve for a term of one year:
GOOD AND WELFARE FINANCE MEMBERSHIP
- 9.2 Chairpersons of Standing Committees, other than Executive Board members, shall be invited to meetings of the Executive Board but shall have no vote.
- 9.3 Special committees may be appointed by the President with the approval of the Executive Board.
- 9.4 All committees shall submit their recommendations to their recommendations to the Executive Board.
- 9.5 The President shall serve as an ex-officio member of all committees.

10.0 NOMINATIONS/ELECTIONS

- 10.1 a Nominating Committee shall be appointed by the President with the approval of the Executive Board.
- 10.2 The Nominations Committee shall nominate one candidate for President, one for First Vice President, one for Second Vice President, one for Secretary, one for Treasurer and for the specified number of delegates for each Region.
- 10.3 Candidates for all offices shall
 - 10.3.1 Be a current member of a local library board;
 - 10.3.2 Have at least one year of experience on that local library board;
 - 10.3.3 Attend and participate in at least four NJLTA/Executive Board meetings each year;
 - 10.3.4 Serve on at least one NJLTA committee each year;
 - 10.3.5 Be a part of library advocacy efforts on state and national levels.
- 10.4 Other nominations may be made by petitions endorsed by five members in good standing and shall include the written consent of the candidate.
- 10.5 All nominations of the nominating committee and nomination by petition must be submitted to the Executive board at their meeting prior to the annual meeting.
- 10.6 Nominations for officers and delegates shall be published in the NJLTA spring newsletter as part of notice of the annual meeting.
- 10.7 Members of the Executive board shall be elected at the annual meeting.
- 10.8 The newly elected officers and regional delegates shall assume office at the close of business of the annual meeting.

11.0 FINANCES

- 11.1 The management of finances accruing to the Association shall be the responsibility of the Executive Board.
- 11.2 Only the Executive board shall have the power to incur expenses in the name of the Association and the Treasurer shall make payment only upon authorization of the Executive Board.
- 11.3 All checks issued for payment from the Association treasury shall require a minimum of two signatures of officers of the Executive Board.
- 11.4 The Treasurer of the Association shall be bonded.
- 11.5 The fiscal year of the Association shall coincide with the calendar year.
- 11.6 The financial records shall be audited, annually, by the Finance Committee.

12.0 AMENDMENTS TO THE BY-LAWS

- 12.1 The By-laws may be amended by a two-thirds vote of the members in good standing present at any general meeting of the Association, provided that notice of the proposal to amend is submitted by the Executive Board in writing, to the membership at least fifteen days prior to the meeting.
- 12.2 Any member may recommend change in the By-Laws, in writing, to the Executive Board for consideration. The Executive Board shall notify such members of the findings of the Executive Board on the recommendation within four months.

By-Laws revised by the By-Laws Committee in December 1996 for submission to the Executive Board membership.

Revised By-Laws approved by the Executive Board on March 5, 1997.

Revised By-Laws approved by the Membership on May 1, 1997.