

Bay Area Independent School Librarians (BAISL) Bylaws
Revised and Approved April 15, 2019

Article I: Name

This organization shall be known as Bay Area Independent School Librarians (BAISL).

Article II: Purpose

BAISL is dedicated to furthering the professional growth of its members through the sharing of knowledge and resources, and to advancing the library as a central and indispensable educational force within independent schools.

Article III: Membership

1. Membership and eligibility
 - a. Voting membership is open to librarians and library staff in non-public schools. Membership is effective upon payment of annual dues.
 - b. Non-working or retired members or students can request to become non-dues paying, non-voting members.
 - c. The Executive Board may make exceptions about membership eligibility or revoke membership at its discretion.
2. Dues
 - a. Dues are determined by the Executive Board.

Article IV: Executive Board

The Executive Board shall consist of elected officers and committee chairs.

1. Officers
 - a. President
The President shall:
 - i. Preside at all BAISL general membership meetings.
 - ii. Prepare and publish an annual report at the Fall general membership meeting.
 - iii. Appoint chairs of committees at the Fall general membership meeting or as needed.
 - iv. Perform other duties as needed and prescribed by the Executive Board.
 - b. President-Elect
The President-Elect shall:
 - i. Serve as program chair.
 - ii. Perform the duties of the President during the absence or disability of the latter.
 - iii. Perform such other duties as may be assigned by the President or the Executive Board.
 - c. Secretary
The Secretary shall:
 - i. Maintain a true and accurate record of all meetings of BAISL.

- ii. Prepare and keep copies of all correspondence, and establish and maintain a filing system for the records of the organization.
 - d. Communications Director
 - The Communications Director shall:
 - i. Update the BAISL website.
 - ii. Manage the membership directory.
 - iii. Manage the member email list.
 - iv. Send out annual membership renewal forms.
 - e. Treasurer
 - The Treasurer shall:
 - i. Collect annual membership dues.
 - ii. Be responsible for managing the financial accounts of BAISL.
 - iii. Present a budget, approved by the Executive Board, at the Fall general membership meeting.
 - iv. Present a financial report at the Spring general membership meeting.
 - f. President Emeritus
 - The President Emeritus shall:
 - i. Serve as a member of the Executive Board.
 - ii. Serve as chair of the Council of Past Presidents.
- 2. Election of Officers
 - a. The President shall convene a three-member Nominating Committee, to include a past president, current officer, and member-at-large, to select a slate for that year's election in advance of the Spring general membership meeting.
 - b. The election of officers shall be held during the business portion of the Spring general membership meeting. These officers shall be elected to serve for two years or until their successors are elected, and their term of office shall begin by the end of the school year in which they are elected.
 - c. The election of the President-Elect and Communications Director shall take place in odd numbered years. The election of the positions of Secretary, Treasurer, and President Emeritus shall take place in even numbered years.
 - d. BAISL officers may call for positions of treasurer-elect, secretary-elect, and communications-director-elect, as needed for transition and training, transition terms not to exceed one year.
 - e. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- 3. Vacancies
 - a. If any vacancy occurs among the officers, the Nominating Committee shall select a replacement to fill such a vacancy for the unexpired term.

Article V: Committees

BAISL shall carry out its mission through the work of committees as determined by the Executive Board. The Executive Board shall annually assess the needs of the organization with

the input of membership to establish and dissolve committees as needed. The President shall appoint committee chairs and solicit committee members from the general membership.

Examples of committees are:

- Awards & Grants
- Bylaws
- Consortium pricing
- Council of Past Presidents
- Position paper
- Programming

Article VI: Meetings

1. General membership meetings:
 - a. BAISL full membership meetings shall be held twice a year in the Fall and in the Spring with one meeting in San Francisco and the alternate meeting held in another representative Bay Area region, i.e., North Bay, East Bay, and South Bay.
 - b. Additional meetings may be held throughout the year for the whole membership or based on topic, geography, or other interest. All meetings will be advertised and open to all members.
 - c. Meetings are open to any interested person requesting to attend.
2. Executive Board meeting:
 - a. The Executive Board shall meet in person at least once a year.

Article VII: Voting

1. Each dues paying member is entitled to one vote.
2. Quorum consists of those voting members present at a full membership meeting and/or 25% of the voting membership if voting asynchronously.
3. Items being voted on must be communicated to the general membership in writing at least ten (10) days in advance. Notification and ballots may be electronic.
4. Officers are elected by a majority vote of a quorum at the Spring full membership meeting.

Article VIII: Amendments

Amending these Bylaws requires a two-thirds vote of a quorum.

Article IX: Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of BAISL.

Article X: Abolishment

BAISL may be abolished by a majority vote of a quorum following written notification by the Executive Board to all members.

Upon dissolution, assets shall be used to cover any outstanding debts. The Executive Board shall distribute any remaining balance in ways that will benefit non-public school libraries.