

CONSTITUTION & BYLAWS

I. CONSTITUTION

ARTICLE I. NAME

This organization shall be called the History and Preservation Section of the New Jersey Library Association.

ARTICLE II. PURPOSE

The purpose of the History and Preservation Section shall be to promote the work of New Jersey libraries involved in the collection, organization, conservation, preservation, publication, and interpretation of historical materials.

ARTICLE III. GOALS

The goals of this Section shall be:

- To encourage and promote publications dealing with the history of New Jersey and its peoples and the activities of Libraries to preserve historical and other special materials;
- To foster the exchange of information through workshops, lectures, tours, and other programs.
- To recognize the achievements of New Jersey Libraries and Librarians in the fields of history and preservation; and
- To provide a liaison between the Section and other agencies and organizations engaged in the fields of history and preservation.

ARTICLE IV. MEMBERSHIP

Any member in good standing of the New Jersey Library Association, may become a member of this Section, upon payment of annual Section dues.

II. BYLAWS

ARTICLE I. OFFICERS

Section A. The officers of this Section shall consist of a President, Vice President/President Elect, Past President, and Secretary, each of whom shall serve for a one-year term with voting rights. The Editor shall be a sub-officer, appointed annually by the President, not elected, but entitled to all rights and privileges as a full Board member.

Section B. The Vice President/President Elect, and the Secretary shall be elected by mail vote. The Vice President/President Elect shall serve the term of that office and automatically become President the following year without further election.

Section C. The Editor of the Section newsletter (*The Chronicle*) shall be a sub-officer, appointed annually by the President, and entitled to all rights and privileges as a full Board member.

Section D. All officers, elected or appointed, shall serve from July 1 through June 30.

Section E. Officers shall perform the duties usually pertaining to their offices and such other duties as described in Article II of the Bylaws.

ARTICLE II. DUTIES OF OFFICERS

Section A. The President.

- Presides at all meetings and programs of the Section;
- Makes all appointments to Standing and Ad Hoc committees;
- Attends orientation sessions for officers presented by NJLA;
- Assures that all NJLA deadlines are met in a timely manner;
- Serves as ex-officio member of the Section's Awards Committee;
- Maintains effective communications with the NJLA President and the NJLA Executive Director;
- Submits articles and information to the *Chronicle*;
- Serves as the official representative of the Section in dealing with the NJLA President, the NJLA Executive Board and other organizations with similar interests;
- Delegates responsibilities to other officers and members when it is in the best interest of the Section.

Section B. The Vice President / President Elect.

- Presides at meetings in the absence of the President;
- In the event of the inability of the President to serve, the Vice-president (President-elect) shall become President for the remainder of that term and shall serve the term as President for s/he has been duly elected.
- Attends NJLA orientation sessions for officers presented by NJLA;
- Serves as chair of the Section's Program Committee and coordinates all plans under the direction of the President.
- Serves as chair of the Nominating Committee.

Section D. The Past President.

- Serves as advisor to the Executive Board in order to assure continuity of purpose.
- Serves as chair of the Section's Awards Committee.

Section C. The Secretary.

- Records minutes of every section meeting and sends them to all Board members prior to the next meeting;
- Develops a list of contact information for all Board members and committee members and distributes the list no later than one month after the certification of elections by NJLA.

Section E. Editor of the Newsletter (*The Chronicle*):

- The Editor shall seek articles for the newsletter from officers and members, and include edited material from other sources as appropriate.
- The Editor shall publish two issues of the "Chronicle" per year, and distribute the newsletter to all members of the section, and to the President, Executive Director, and Archivist of NJLA.

ARTICLE III. MEMBERS AT LARGE

There shall be two Members-at-Large, who shall be elected for one-year terms and shall be voting members of the Executive Board.

ARTICLE IV. DUTIES OF THE MEMBERS AT LARGE

"Members-at-large" shall serve on the Program Committee under the Vice president/President elect. They may also serve on other Section committees and undertake assignments as determined by the President, and they may serve as liaisons to other related organizations as determined by the Executive Board."

ARTICLE V. THE EXECUTIVE BOARD

Section A. The Executive Board shall consist of the officers and sub-officers of the Section, two Members-at-Large, and any liaison members from other organizations

Section B. The Past President serves as a voting member of the Executive Board for the year following his/her Presidency.

Section C. The Executive Board shall have the power to act for the Section during the intervals between meetings of the Section.

Section D. The Executive Board shall have the power to fill all vacancies in office, except President. Any person appointed by the Executive Board shall serve only until the end of the NJLA year (June 30).

Section E. Upon approval of the Executive Board, the President may invite liaisons from organizations of similar interests and aims to serve as **ex-officio members** of the Executive Board of the History and Preservation Section. Organizations may include, but shall not be limited to, the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference, the New Jersey Historical Society, the New Jersey Historical Commission, and the New Jersey State Library. These invitations shall be reviewed annually by the Executive Board.

ARTICLE IV. EXECUTIVE BOARD MEETINGS

Section A. The Executive Board shall meet at least three times a year at a time, place, and date determined by the President.

Section B. A minimum of one week’s notice must be given to members of the Executive Board. A simple majority of Executive Board members must be present to constitute a quorum.

Section C. Executive Board meetings may be held in conjunction with membership activities, but they must be announced and conducted as separate events.

ARTICLE V. NOMINATIONS AND ELECTIONS

Section A. Nominations and elections shall be governed by the procedures and timetable established by the NJLA Executive Board.

Section B. Only qualified members (*i.e. members in good standing*) of the History & Preservation Section may participate in elections and hold office. Members shall be considered “in-good-standing” when their NJLA and History & Preservation Section dues have been paid 30 days prior to the membership meeting where official action is taken.

ARTICLE VI. COMMITTEES

Section A. The two types of committees shall be Standing Committees and Ad Hoc Committees. Only individual members of the Section shall be appointed to committees, except as authorized by the Executive Board. All committee members shall be appointed by the President, with approval of the Executive Board.

Section B. Standing Committees. Members of the Standing Committees shall serve one year. The Standing Committees of the Section shall be:

Nominating Committee - The President shall appoint two members in the Fall of each year to serve under the President-elect. The committee shall nominate a slate for Vice President/President Elect, Secretary, and two Members-at-large. The slate, in ballot format, shall be forwarded to the NJLA Executive Director for distribution to the Section membership, by the date prescribed by the NJLA Executive Board.

Program Committee - Under the chairmanship of the Vice President/President Elect, this committee shall present to the Section’s Executive Board proposals for activities at the annual conference and throughout the year. The chair shall be responsible for communicating all conference proposals to the NJLA Conference Committee.

Awards Committee - This committee shall exist to coordinate a program that recognizes NJLA members’ accomplishments in the fields of history, conservation and preservation. The program shall consist of the Susan G. Swartzburg Preservation Award and a procedure to nominate New Jersey libraries and librarians to state and national awards presented by other agencies.

The Awards Committee shall be made up of three members of the History & Preservation Section, including the Past President of the Section who shall serve as chair.

If the Past President cannot serve as Committee Chair, then the current President shall appoint a Section member to fill the position.

The current President of the History & Preservation Section shall serve as an ex-officio member of the committee.

The committee shall read all submissions and make the decision for the awards each year. The decision of the committee will be final. In the absence of a qualified candidate for the Susan G. Swartzburg Award, it will not be given.

Section C. Ad Hoc Committees. Ad Hoc Committees are created by the President as needed, with consent of the Executive Board. A written charge shall be given in writing by the President to the chair of each committee. Members shall serve until the committee has fulfilled its charge, at which point the committee shall be disbanded. Examples of Ad Hoc Committees include Membership Committee, Publications Committee, etc.

ARTICLE VII. MEMBERSHIP MEETINGS

Section A. A minimum of three membership meetings shall be held each year in the form of business meetings, tours, workshops, or other programs. They shall be set by the Executive Board for the greater interest of the membership.

Section B. There shall be one membership meeting held each year for the purpose of conducting official business. This meeting shall be announced to the membership at least 30 days in advance. The meeting may be held in conjunction with other Section activities listed in Section "A" of this article but shall not be superseded by them.

ARTICLE VIII. AMENDMENTS TO CONSTITUTION AND BYLAWS

Section A. This Constitution may be adopted and amended at any membership meeting of the Section by a vote of three-fourths (3/4) of the qualified Section members present, where meeting notice and notice of specific changes have been given in writing to all Section members thirty (30) calendar days in advance.

Section B. These Bylaws may be adopted and amended at any membership meeting of the Section by a vote of a simple majority of qualified Section members present, where meeting notice and notice of specific changes have been given in writing to all Section members thirty (30) calendar days in advance.

Section C. The Constitution and Bylaws may be amended by mail vote of qualified Section members, provided that specific notice of the proposed change has been given at least 30 days prior to the date on which action will be taken.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order, Newly Revised shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with the Constitution, the Bylaws, or any special rules of order the Section may adopt.

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**CONSTITUTION
OF THE NJLA HISTORY & PRESERVATION SECTION**

Created: Summer of 2003 by Bylaws Committee of Elsaly Palmisano and Fred Pachman.
Revised: August 2003, at the Board Meeting of August 13, 2003.
Presented to Board for final review: November 21, 2003.
Presented to membership for adoption:
Date Adopted:

President

Secretary

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