

**Constitution and By-Laws
of the
Association of Jewish Libraries of Southern California
Revised and Approved by the Board, April 15, 2002.
Ratified by the Membership, May 23, 2002**

Article I -- Name and Objectives

The name of this organization shall be known as the **Association of Jewish Libraries of Southern California**, hereafter known as AJLSC. Its main objective is the growth and development of Jewish libraries by

- exchanging ideas on ways and means of solving specific library problems;
- raising standards for Jewish libraries and librarians by encouraging and supporting education for Jewish librarianship;
- influencing the larger community through interest and service.

Article II – Membership

Section 1. Membership shall be open to any individual or organization interested in the growth and development of Judaica libraries, librarians, and those who serve them.

Section 2. The membership shall be unlimited in numbers.

Section 3. AJLSC is a regional affiliate of the Association of Jewish Libraries, an international organization.

Article III - Elected Officers and Executive Board Members

Section 1. The officers shall be President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, 4th Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. The members of the Executive Board shall be elected and appointed officers, past presidents, and the editors of the newsletter,

Section 3. The term of office shall be two years, after which an officer may be re-elected

Section 4. The immediate past president shall be the Parliamentarian.

Article IV -- Duties of Officers

Section 1. The President's duties will be to:

- preside at all meetings;
- enforce due observance of the Constitution, By-Laws and Rules of Order;
- offer for consideration all motions regularly made;
- appoint committees not otherwise provided for;
- perform all such duties as the office may require.
- appoint a replacement in the event of a vacated office until regularly scheduled elections are held
- be ex-officio at all Committee meetings
- represent the Association to the community.

The president shall make no motion or amendment nor vote on any question or motion unless the organization be equally divided, when the president shall give the deciding vote.

Section 2.

a) The 1st Vice-President shall preside at regular meetings and perform all duties of the President in the absence of the President. 1st Vice-President shall be Membership chair. The duties include maintaining and distributing the membership list and notifying each member of dues and collecting same.

b) The 2nd Vice-President shall preside at meetings in the absence of the President and the 1st Vice-President. The 2nd Vice-President shall serve as Program chair.

c) The 3rd Vice-President shall preside at meetings in the absence of the President, the 1st Vice-President and the 2nd Vice-President. The 3rd Vice-President shall serve as Public Relations/Publicity chair.

d) The 4th Vice-President shall preside at meetings in the absence of the President, the 1st Vice-President, 2nd Vice-President, and the 3rd Vice-President. The 4th Vice-President shall be Hospitality chair.

Section 3. The Recording Secretary shall keep a record of all meetings; shall attend all meetings, arrange for a substitute to take minutes if unable to attend a meeting, or notify the president who will appoint a substitute for the meeting the secretary must miss; shall record the minutes of the current meeting and present the minutes of the previous meeting for approval or correction. The Recording Secretary shall also distribute the minutes before meetings and maintain a record of all past minutes.

Section 4. The Corresponding Secretary shall notify members of meeting dates and places two weeks prior to meetings; read all correspondence received at regular meetings; shall write all communications from the Association; shall oversee the mailing of the slate of nominated officers one month prior to the Election meeting.

Section 5. The Treasurer shall be responsible for collecting and keeping an account of all dues and of all receipts and expenditures. The Treasurer shall make

available a report on the state of the treasury at every regular and board meeting, and shall make no payments without a written request supported by receipts or approval of the president.

Section 6. All standing committee chairs shall serve as voting members of the Executive Board.

Article V -- Election of Officers

Section 1. The section dealing with the election of officers shall be read at the board and general meetings immediately preceding an election and be published in the newsletter.

Section 2. An officer may be elected by a majority of those members in good standing who are voting.

Section 3. The nominating committee shall consist of three people from the board and two from the general membership. They shall present the slate to be approved by the Board at the February or March meeting, shall publish the slate in the next newsletter, and hold the election at the general meeting immediately thereafter. Absentee ballots must be received by the nominating committee prior to the election.

Section 4. Installation shall be held at the final general meeting of the organizational year.

Article VI -- Amendments

Amendments may initiate with the Executive Board or the general membership. In either case there must be full deliberation and adoption by a majority vote of the membership. The 1st Vice-President shall determine the number of members in good standing at the time a vote is taken.

By-Laws of Association of Jewish Libraries of Southern California

Article 1 -- Meetings

Section 1. One meeting shall be held each month from September through May, scheduling around Jewish holidays, alternating Board and General meetings; rotating locations, at the invitation of participating organizations. Meeting schedules may be changed with the approval of the Executive Board.

Section 2. Meetings will be conducted in accordance with parliamentary procedure.

Article II -- Dues

AJLSC fiscal year is July 1 through June 30. Annual dues, in the amount to be determined by the Executive Board and reviewed by the membership at the October meeting are payable to AJLSC, and shall be submitted to the Treasurer or the Membership Vice President. Membership in the national Association of Jewish Libraries shall be encouraged.

Article III -- Committees

All Officers shall comprise the Executive Board. Other committees shall be appointed when necessary and the chairs shall become members of the Executive Board.

Rules of Order

1. All rules of parliamentary laws shall be observed and respected during regular and special meetings.
2. The agenda shall be presented at the beginning of business meetings.
3. All discussions on the floor shall be limited to two minutes to each person.
4. All meetings shall start promptly at the designated hour.

Revised March, 2002 by Judy Katz, Past President, Parliamentarian; Ronda Rose, Past President, Past Parliamentarian; Susan Dubin, Past President, Past Parliamentarian, Ellen Cole, President. Submitted to the Board and approved as corrected April, 2002. Ratified by the membership May 23, 2002.