

# CATS Division Bylaws

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Division of Colorado Association of Libraries

**12011 Tejon Street, Suite 700**

**Westminster CO, 80234**

**June 2013**

**ARTICLE I - NAME**

The name of this body shall be the Children and Teen Services Division of the Colorado Association of Libraries (CAL), herein referred to as the CATS Division.

**ARTICLE II - PURPOSE**

The purpose of the CATS Division shall be to provide a forum for all library staff who serve children and teens to share ideas while working together to fill the need of consistently providing excellent services to patrons from birth to 18 and their caregivers throughout the state of Colorado.

**ARTICLE III - AFFILIATIONS**

This body shall be a Division of CAL. The Constitution and Bylaws of that Association, to the extent to which they are applicable, take precedence over these Bylaws. This body shall report directly to the CAL Executive Board and not to a particular Association of CAL.

**ARTICLE IV - MEMBERSHIP**

**Section 1**

Any individual member of CAL interested in supporting the purpose of the CATS Division and who selects membership in the CATS Division shall become a member of the CATS Division.

**Section 2**

All funds are to be in the custody of the CAL Executive Board, and are to be accounted for and distributed by the CAL Executive Treasurer. The CATS Division does not charge or collect dues.

**Section 3**

The membership, fiscal, and conference years shall be the same as those of CAL.

**Section 4**

All members of the CATS Division shall have the right to vote and hold office.

**ARTICLE V - MEETINGS OF MEMBERS**

**Section 1**

The annual meeting of the CATS Division shall be held at the time and place of the annual conference of CAL.

**Section 2**

The CATS Division will hold additional meetings and-/or continuing education opportunities throughout the year.

**Section 3**

A quorum shall consist of members in attendance. An affirmative vote of the majority of members present shall be necessary to approve any action by the CATS Division that is not specifically mentioned in the bylaws.

**Section 4**

Voting by mail or by electronic mail may be authorized by the CATS Division Executive Board for the purpose of conducting necessary business between annual business meetings, or in lieu of a quorum. Procedures for voting by mail or by electronic mail shall be established by the CATS Division Executive Board.

**ARTICLE VI - OFFICERS**

## **Section 1 Elected Officers**

The elected officers of the CATS Division shall be the Chair, the Chair-Elect, the Immediate Past Chair, the Secretary, and the Member-at-Large.

## **Section 2 Eligibility**

The elected officers of the CATS Division must be individual members of CAL and the CATS Division and residents of Colorado.

## **Section 3 Terms of Office**

The terms of office shall coincide with the terms of office of the officers of the CAL Executive Board.

## **Section 4 Chair**

The Chair shall be the chief executive officer of the CATS Division and, subject to the CATS Division Executive Board, shall have general supervision and control over its affairs; shall preside at all meetings of the membership and the CATS Division Executive Board; shall recommend to the CATS Division Executive Board such measures considered desirable to further the objectives and broaden the effectiveness of the CATS Division; shall maintain a record of CATS Division activities to be transferred to the incoming Chair; and shall submit to the CAL Executive Secretary for archival purposes the annual report and CATS Division records as outlined in the current revised CAL Meeting Guide and Simplified Parliamentary Procedure Manual; and become Immediate Past Chair following his/her term in office as Chair. The Chair will serve on the CAL Executive Board as a voting member.

## **Section 5 Chair-Elect**

The Chair-Elect shall assist the Chair in the performance of the duties of that office, serve on the CATS Division Nominating Committee, assume all the duties and obligations of the Chair in the event of absence or withdrawal of the Chair, represent the CATS Division at CAL Executive Board meetings in the absence of the Chair, and become Chair following his/her term in office as Chair-Elect.

## **Section 6 Secretary**

The Secretary shall record minutes of all meetings of the general membership and the CATS Division Executive Board; submit the minutes to all CATS Division Executive Board members, the CAL President, and the CAL Executive Secretary; submit news items to appropriate newsletters and other publications. Items submitted shall be subject to approval by the CATS Division Chair.

## **Section 8 Immediate Past-Chair**

The Immediate Past-Chair shall serve as a member of the CATS Division Executive Board for one year succeeding his/her term as Chair, appoint and chair the CATS Division Nominating Committee, and carry out such duties as the Chair may assign.

## **Section 9 Member-at-Large**

The Member-at-Large shall serve as a member of the CATS Division Executive Board, work to recruit new members, and create new membership initiatives; assist the Chair and Chair-Elect with social media resources such as our blog and Facebook account, and continuing education planning as needed.

## **Section 10 Vacancies**

In case of a vacancy in any office except that of Chair, the CATS Division Executive Board may appoint some CATS Division member to fulfill the duties of that office for the remainder of the term. In the case of a vacancy of the office of Chair the Chair-Elect will become Chair and some CATS Division member will be appointed to the office of Chair-Elect for the remainder of the term.

## **Section 11 Removal from Office**

An officer may be removed from office by a majority vote of the CATS Division Executive Board for failure to adequately perform his/her duties as determined by the CATS Division Executive Board.

## **ARTICLE VII – THE CATS DIVISION EXECUTIVE BOARD**

### **Section 1**

The CATS Division Executive Board shall consist of the aforementioned elected officers.

**Section 2**

The CATS Division Executive Board shall determine policies and changes within the limits of the bylaws of both CAL and the CATS Division. It shall take such actions as it considers necessary to carry out the objectives of the CATS Division and shall perform other functions as the membership may direct.

**Section 3**

The CATS Division Executive Board shall meet upon the request of the Chair or any member of the CATS Division Executive Board and as necessary to conduct the business of the CATS Division Executive Board.

**Section 4**

A majority of CATS Division Executive Board members present at a meeting shall constitute a quorum.

**ARTICLE VIII - COMMITTEES****Section 1 Authorization**

Standing and special committees, excluding the nominating committee, may be authorized by the CATS Division Executive Board and may be discontinued in the same manner. Special committees may also be authorized by the Chair to meet emergency needs. These committees shall be responsible to and report to the CATS Division Executive Board.

**ARTICLE IX - NOMINATION AND ELECTIONS****Section 1**

The CATS Division Nominating Committee shall present candidates for the office of Chair-Elect, Secretary, and Member-at-Large to the CAL Nominating Committee in accordance with the CAL election deadlines. The CATS Division Nominating Committee shall obtain the written acceptance of each nominee prior to submission of its report, and shall forward these to the CAL Nominating Committee.

**Section 2**

Nominations may also be made in writing by the membership with the written consent of the candidate. These nominations are to be sent to the current Chair in accordance with the CAL election deadlines. Such nominations are to be encouraged and solicited at CATS Division meetings and through CAL publications, and are to be placed on the ballot along with the candidates proposed by the CATS Division Nominating Committee.

**Section 3**

The report of the CATS Division Nominating Committee shall be read at the annual meeting of the CATS Division.

**Section 4**

Ballots shall be sent to all members prior to the annual business meeting in compliance with CAL guidelines.

**Section 5**

Ballots shall be tallied by the CAL Nominating Committee. The candidates receiving the highest number of votes cast shall be elected. A tie shall be resolved by a majority vote of members present at the annual business meeting.

**ARTICLE X - FISCAL AFFAIRS**

No expense shall be incurred on behalf of the Division by an officer, committee, or member except upon authorization of the CATS Division Executive Board. All expenses shall be approved by a majority vote of the CATS Division Executive Board.

## **ARTICLE XI - SECTIONS**

### **Section 1**

Sections may be established within the CATS Division upon application to the CATS Division Executive Board and a majority vote of the same. The Section may select a chair and co-chair to organize and lead the group by a majority vote of its members.

### **Section 2**

Any individual member of the CATS Division who supports the purposes of the Section may be a member. Any individual member of the CATS Division may be a member of one or more Sections.

### **Section 3**

Dissolution of a Section shall occur upon a majority vote of the CATS Division Executive Board.

## **ARTICLE XII - AMENDMENTS TO THE BYLAWS**

These Bylaws may be amended by a majority vote of those members present and voting at a meeting of the CATS Division provided that specific notice of the proposed amendment(s) has been distributed to the members no less than two weeks prior to said meeting. Bylaws may also be approved / amended by distributing a mail ballot or e-mail ballot to the membership of the CATS Division.

## **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The CATS Division shall conduct business meetings in accordance with the current edition of American Institute of Parliamentarians Standard Code of Parliamentary Procedure, except in any instance where the aforementioned procedure code is in conflict with these bylaws.